

Residential Outdoor Education Program Policies and Procedures

NIU Lorado Taft Field Campus

Please read the following carefully. Additional policies and more detailed information can be found in the Facilities Use Agreement.

Contracts: A completed and signed Facilities Use Agreement must be returned by the school **within one month** after dates are offered. If no response is received by then, the date may be offered to another school.

Cancellations: Notice of cancellation must be sent via email to the Campus Director, Lorado Taft Field Campus. If cancellation notice is zero to forty-five (45) days prior to the trip, school will be charged fifty percent (50%) of the total cost set forth in the facilities use agreement; if cancellation notice is forty-six (46) to sixty (60) days prior to the trip, school will be charged twenty-five percent (25%) of the total cost set forth in the facilities use agreement; if cancellation notice is more than sixty (60) days prior to the trip, school will be charged ten percent (10%) of the total cost set forth in the facilities use agreement.

Pre-Planning the Trip: A staff member from Taft Campus will work with school personnel to jointly plan the program. The plan will contain activities and experiences appropriate for the students, the facility, and the staff. **A final count of students and staff/chaperones must be given to the Taft Specialist at least one week prior to the trip.** NIU reserves the right to change room assignments in the facilities from a room originally shown or discussed. Rooms are assigned on the basis of expected attendance of each group on campus as well as program needs and can be changed as needed.

Insurance: A certificate of insurance evidencing required coverages shall be delivered to the Director/Outdoor Education Coordinator, Lorado Taft Field Campus no later than (30) days prior to the trip.

Accessibility: Lorado Taft Field Campus supports the Americans with Disabilities Act and will make every reasonable effort to accommodate the needs of students or adults. Most of the buildings and two of the dormitories are accessible. Prior notification is required.

Staffing: The school will provide a **minimum of one adult for each 10 students.** The adult staff are expected to be present at the field campus at all times and be responsible for the supervision of students during the outdoor experience including classes, meals, dorms, and breaks. School staff are responsible for the supervision of sick or injured students when bed rest or immobility is necessary. School staff must accompany students who need to visit the nurse in the clinic.

Teaching Responsibilities: Taft staff provide one-half of the instruction during the day and evening programs while the **school staff teach the other half** of the day and evening program instruction.

Programs: Taft offers a [wide range of activities](#) in a variety of content areas. If something other is desired, notify your Taft Specialist about creating new content, activities, or classes.

Arrival Time and Instructional Periods: Please do not plan to arrive earlier than 10:30 a.m. on the first day. Programs will begin after lunch. Day programs are scheduled for 9-11:30 a.m. and 1-5 p.m. Evening programs are scheduled from 7-9 p.m. (This includes snack.)

Program Safety Considerations: A personal flotation device must be worn whenever a student wades into the river. Only Taft staff may lead teams course activities.

Group Size: There will be 12-15 students in each group. Class size should not exceed 15 students without prior approval from the Taft Specialist.

Meals: Typical meal times are 8 a.m., noon, and 5:30 p.m. Students will set the tables, bring the food to the table, and clear dishes at the end of the meal. On Wednesdays, or change-over days, departing schools will

eat an earlier lunch and arriving schools will eat a later lunch. Evening snacks are provided. Other food or snacks can be brought to campus with prior approval. Gum is prohibited.

Facility Use: Collecting plants or capturing animals, except under the supervision of a Taft staff member, is not allowed. Any activity that might cause excessive environmental impact is prohibited. The cost of repairing excessive damages to facilities or grounds will be charged to the school.

Fires: Campfires must be in established fire rings or fireplaces. Campfires and the pioneer class fire must be attended at all times. Campfires should be only as big as needed for the activity. If no one can stay with the fire, it needs to be extinguished with water or by spreading the coals.

Quiet Hours: Quiet Hours are between 10 p.m. and 7 a.m.

Health Forms: Health forms are to be completed and signed for each student and mailed or emailed to the nurse at Taft Campus at least one week prior to arrival; two to three weeks in advance is preferred.

Nurse: Taft Campus has a nurse that is on duty from 7 a.m. to 3 p.m. He/she will dispense morning and noon medications. School staff will dispense evening medications and daytime medications if the nurse is unable to be on campus. The education staff, who are trained in First Aid, CPR, and AED usage, will assist school staff with injuries and illnesses but cannot dispense medications to students.

Alcohol and Smoking: Alcohol is not allowed on Lorado Taft Field Campus by outdoor education program groups. The presence of alcohol or its use by school staff will result in the removal of the school from the Taft program. As required by Illinois state law, smoking is prohibited on any public university campus, including Lorado Taft Field Campus.

Firearms: NIU maintains a weapons and firearms free campus. As an NIU Campus, no one may possess a weapon or firearm on the premises of Lorado Taft Field Campus, even if one has a FOID card and/or concealed carry permit. Weapons and firearms may be transported into our parking area, but must remain locked and out of sight, in a case, in the vehicle. Exceptions to this policy can be made, with prior approval, for weapons or firearms used in connections with a weapons safety course or weapons education course. For questions regarding this policy, please call the NIU Department of Police and Public Safety at 815-753-1212.

Departure: School groups are expected to assist in facilities clean up before departure. The Taft Specialist will assign a place for luggage to be assembled on the morning of departure. All luggage should be moved to the assigned location by 9 a.m. The school contact person will meet with the Taft Specialist to fill out the "End of Stay" report to verify student and adult numbers, additional charges if appropriate, and billing information. Departure time is usually no later than 1 p.m. later departure time can be prearranged depending on campus operations.

Bus Parking: All buses must park in the service road behind Heckman Dormitory or in the main parking lot out of the way of through traffic.

If you have any questions concerning these policies and procedures, please, contact Melanie Costello at (815) 732-2111, ext. 112. For additional information, look on our website www.niu.edu/taft.