

# WILDWOOD OUTDOOR EDUCATION CENTER



## USER GROUP MANUAL

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## **Attention User Group!**

The User Group Manual is designed to provide you with information and practices to keep you safe and the facility a safe place for your group to enjoy.

It is important that you review all of the material in this manual prior to arriving at Wildwood.

If you have any questions please contact the Wildwood Office between 8 a.m. and 4 p.m. Monday through Friday.

Sincerely,

Jose Cornejo & Robin Cooper-Cornejo  
Executive Directors

# **USER GROUP GUIDELINES**

## **SUPERVISION OF PARTICIPANTS**

Wildwood requires that all groups meet the following supervision guidelines:

<u>Camper Age</u>	<u>Staff</u>	<u>Overnight</u>	<u>Day</u>
8 – 10	1	8	8
10 – 12	1	8	8
13 – 15	1	8	8
16 – 18	1	8	8

In addition, at least 80% of the required staff to camper ratio is maintained during program hours, with a minimum of 2 adults.

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. Suggested ratios:

<u>Camper Needing:</u>	<u>Staff</u>	<u># of campers</u>
Constant care	1	1
Frequent assistance	1	2
Occasional assistance	1	4

## **SITE**

### **Flammable and Hazardous Materials**

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

## **TRASH**

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 near your cabin.

## **POWER TOOLS**

Power tools are to be used by persons trained and experienced in their use. They must be in good repair, equipped with safety devices and stored in the maintenance shop. All power tools are to be used by full time Wildwood employees only.

**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 exit in an emergency must be maintained at all times.

**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 location of toilets.

Day Programs:	One seat for every 30 females One seat for every 50 males
Over night Programs:	One seat for every 10 females One seat for every 10 males

**WEAPONS**

No personal firearms or other weapons are allowed on Wildwood property.

**ALCOHOL AND DRUGS**

Possession and/or use of alcohol, illegal drugs or non-prescribed controlled substances on Wildwoods property are strictly prohibited.

**ANIMALS**

Animals/pets are not allowed to be brought in by outside groups.

**PERSONAL EQUIPMENT**

Wildwood assumes no responsibility for valuables brought to Wildwood. Personal belongings are the sole responsibility of the owner and not covered by Wildwood's insurance.

**GARBAGE CANS**

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.

**DISHWASHING**

All dishes and food service utensils are to be washed and dried as follows:

- Wash and first rinse are at least 100 degrees F.
- Second rinse is 1 cup of bleach per gallon of water. Rinse for 3 minutes in sanitizing solution.
- Air dry and protect from dust and contamination.

Only trained and approved personnel may use the commercial dishwashers.

## **FOOD HANDLING**

All utensils and equipment used during food prep should be clean and sanitized. All food contact services should be cleaned and sanitized before and after each use. Hot food should be served at temps of 140 degrees F or hotter. Cold foods should be served at 40 degrees or cooler.

## **FOOD SERVICE EQUIPMENT**

Wildwood will provide all of the cooking and food prep utensils and equipment.

## **DINING HALL/KITCHEN**

The kitchen is restricted to Wildwood cooks only. Outside groups may not use the Wildwood kitchen or be in the kitchen area.

## **HEALTH CARE AND EMERGENCY SERVICES**

### **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.

### **SMOKING**

Is allowed only in designated areas and must be done away from minors. 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.

### **FIRES**

Fires must be built in established fire circles only. Fires, even smoldering ones, should never be left unattended. Buckets will be provided so that a bucket of water is available next to the fire rings.

Burning bans will be posted at the Dining Hall when placed in effect by the local fire department. Always take weather conditions into account when building fires.

### **PICNIC TABLES**

Picnic tables are to be left where they're located. In the event a picnic table needs to be moved, you must return it to the location where it was. When moving a table, it must be picked up, as dragging the table could damage the legs.

### **BARRIERS**

Barriers such as ropes, fencing, caution tape or gates are to be left in place. If you need access to the area barriered off, contact the Executive Directors, Program Directors or Maintenance Supervisor. Any damage to a barrier as a result to accessing the area with out permission will result in having the barrier replaced at your expense.

## **CLEANING**

You are expected to clean the cabin/cabins prior to your departure. Directions for cleaning the cabins are posted in each cabin. Wildwood will provide the cleaning supplies and the brooms and mops are located at each cabin.

## **FOOD SERVICE**

### **FOOD STORAGE**

No food or snacks are allowed in the cabins. All snacks and foods must be consumed in the Dining Hall or Dining Hall area. It is your responsibility to make sure that all packaging is placed in a trash can and picked up prior to your departure. All food should be stored off the floor to protect it from rodents and insects.

### **REFRIGERATION**

A refrigerator is located in the Craft Room for you to store foods that need refrigeration. A thermometer is placed in the refrigerator to monitor the temperature. All potentially hazardous foods must be stored at 40 degrees F or below. If the temp exceeds this, please contact the on site personnel. It is your responsibility to remove all items placed in the refrigerator and to leave the refrigerator clean for the next group.

### **EMERGENCY SERVICE INFORMATION**

A list of local emergency numbers and camp numbers and directions to the camp can be found in the Wildwood office or at the Executive Directors house.

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

### **EMERGENCY CARE PERSONNEL**

You must provide your own emergency care personnel. They must be currently certified in CPR and First Aid from a nationally recognized provider. It is your responsibility to check their certifications. Wildwood has some first aid supplies, but if your group requires specific first aid materials, it is your responsibility to provide the necessary first aid materials.

### **REPORTING ACCIDENTS**

Enclosed in your packet is an accident/incident report. If you have an emergency, you must contact the Executive Directors immediately and complete the accident/incident report for all incidents other than routine first aid.

## **HEALTH FORMS/INFORMATION**

It is your responsibility to gather and have available upon arrival completed and signed health forms for each participant. The health form must be signed by a parent or guardian and an emergency contact must be included or the individual may not participate in any Wildwood programming.

The following items must be filled out on the health forms:

Name and address.

Emergency contact names and numbers.

A list of known allergies or health conditions requiring treatment, restrictions or other accommodation.

Dietary restrictions and/or food allergies.

A signed permission to seek emergency treatment or a signed religious waiver for all minors must be signed.

## **TRAFFIC AND PARKING GUIDELINES**

### **Vehicles**

Personal vehicles must be parked in the 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 let the Executive Directors know for further instructions. You 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.

### **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.

## **PROGRAM ACTIVITIES**

All activities conducted at Wildwood 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.

## **SITE ORIENTATION**

You are responsible for conducting an orientation once your students and 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 listed in each cabin.

## **LOST AND FOUND**

A lost and found box is located on the front porch of the Dining Hall, all items found around the camp will be placed in this box. Wildwood encourages you to go through the box prior to your group's departure. Wildwood will not be responsible for any items left at the camp and it will be the responsibility of the individual to pick up or pay for shipping any item left at Wildwood.

## **LAKE WATER FRONT GUIDELINES**

Wildwood recommends that user groups provide a certified small water craft instructor or a certified lifeguard to supervise waterfront activities. It is also highly recommended supervisors have CPR & first aid training. In addition the following guidelines must be followed:

### **Canoeing**

- Adult supervision is required at all times.
- Adults must check personal flotation devices (PFD's) before children load canoes.
- All boaters must wear PFD's properly fastened.
- Stay away from white buoy.
- Canoe only on the southeast pond.
- 2 or 3 people in a canoe.
- No splashing or ramming other canoes.
- No standing in canoes.
- Carry canoes to and from the water.
- When a person in a wheelchair is in a canoe or near the lake water front, staff must remove seatbelts or ties from the person and his/her chair.

### **Fishing**

- Adult supervision is required at all times.
- Fish only on the northwest pond.
- Replace the poles in rack.
- Catch and release only.
- Do not use animals as bait.
- No fishing from the red bridge.
- No fishing from canoes.
- Bait is available in the kitchen.
- If a fish swallows the hook then cut the line.

### **Other Guidelines**

- Posted guidelines must be read before campers are allowed to start the activity.
- All staff must follow the general guidelines.
- Staffing procedures for the lake water front shall be as follows:
  - Canoeing: There will be a minimum of two people on duty at the canoe area.
  - Fishing: There will be a minimum of one person on duty at the fishing area.
- If a staff member hears thunder:
  - All canoes will be brought to shore and cleared for five minutes.
  - All fishing poles will be removed from the water for five minutes.
- If a staff member sees lightening:
  - All canoes will be brought to shore for fifteen minutes and staff and campers will move to the dining hall.
  - All fishing poles will be removed from the water and staff and campers will move to the dining hall.
- A staff member scheduled at the canoe or fishing area will take an accurate head count of all persons at the canoe or fishing area. The total head count will be announced to all staff at the canoe or fishing area before any person is allowed within 25 feet of the water front.
- When emergency evacuation is necessary the following procedures will be used:
  - Canoe Area: If evacuation is necessary, all persons at the canoe area will be instructed to group with their canoe partner(s) and they will be taken to the benches in front of the dining hall. A staff person will take a head count of all persons at the benches. If any person is missing the staff must report this to a supervisor immediately.
  - Fishing Area: If evacuation is necessary, all persons at the fishing area will be taken to the benches in front of the dining hall. A staff person will take a head count of all persons at the benches. If any person is missing the staff must report this to a supervisor immediately.
- If a person in a wheelchair is within fifty feet of the lake water front, all ties and buckles must be removed from the person.
- Wheelchairs are not to be placed in water craft.
- Campers may not be within twenty feet of the lake water front until staff has released them to do so.
- Emergency procedures will be rehearsed with the staff.

## ***Rescue Procedures***

### **Canoeing**

If a person falls into the lake or out of their canoe a rescue may need to be performed. If the person is wearing a lifejacket and show no signs of panic, tell them to swim to the side of the lake. If the person is panicking, get the flotation device from the side of the boat house and throw it to the person. Have them grab the flotation device and pull the person to shore.

### **Fishing**

If a person falls into the lake a rescue may need to be preformed. Get the flotation device from the side of the boat house and throw it to the person. Have them grab the flotation device and pull the person to shore.

***Any time a rescue is preformed it must be reported to the executive directors as soon as possible.***