



Hosmer Point Group Programs

Lead Teacher Guide

Welcome! We are so excited to host your group at Hosmer Point! This packet will help you prepare for your trip and provide important information for during your stay. If you have any questions, please get in touch with our staff!

Preparing For Your Trip

Trip Prep Checklist

Several weeks before trip:

- Read this Guide and the Chaperone Guide
- [Contact HP to plan activities](#)
- [Sign Group Program Agreement](#)
- [Line up additional chaperones](#)
- Send home [information for parents, waivers, and health forms](#)

One week before trip:

- Provide HP with [updated headcount and dietary/food allergy information](#)
- Prepare a [roster of students](#)
- [Divide students into groups and cabins](#)
- Plan for [emergency transportation](#)

Day before trip:

- Review behavior expectations and packing list with students (see Parent Guide)
- Collect [waivers and health forms](#)
- [Coordinate payment](#)

The Group Programming Agreement

We require the representative of your group who will be leading the trip to sign this agreement before arrival in order to confirm your reservation. You can read and sign the agreement electronically via this link; or sign, scan, and email a copy of the signature hosmerpointinfo@gmail.com

Payment

Payment is due upon arrival. If this will not be possible for some reason, please make arrangements with us in advance. Checks should be made out to Hosmer Point, 76 Hosmer Point Lane, Craftsbury Common, VT 05827. Payment questions can be referred to Carrie at hosmerpointinfo@gmail.com

Cancellation and Policies

Groups may cancel up to one month before the reservation. If cancellation occurs within 1 month of the trip, 25% of the total balance is due. Changes in the number of meals served or the number of participants eating meals can be made until one week before the program, after that the group will be charged for the planned or

actual number of meals, whichever is greater. If there are damages to HP property, a surcharge sufficient to our replacement costs will be due. In the event of a power loss, there will be no refund or damages paid. A generator will be available to power the lights and kitchen in the Dining Hall and Game Room. It may take up to 30 minutes to get the generator online. Other buildings at camp will not have power in the event of a power outage. In the event of a disaster which causes the entire HP facility to be completely inaccessible or completely unusable, either party may cancel without penalty and all fees will be refunded. Hosmer Point will not be liable for any additional expenses incurred as a result of the cancellation. **The rental group is responsible for liability, health, and accident insurance for its participants.**

Incllement Weather

We like to say that there’s no such thing as bad weather, only poor clothing choices! Most of our activities can happen rain or shine, as long as participants have appropriate rain gear or warm clothing. We can also provide indoor alternatives for many activities. If the weather forecast looks threatening, your program coordinator will be in touch to discuss alternate activities or schedule changes for your group - or feel free to reach out if you have concerns. We do not offer refunds for cancellations due to weather.

Planning Your Activities

You can contact your group’s program coordinator (Jon or Jordan) at hosmerpointinfo@gmail.com anytime to plan your group’s activities. A great first step is to discuss your goals for the trip with Jon or Jordan. They will be able to recommend activities which will best meet your objectives. You can also check out the Activities List for descriptions of our standard offerings. The sample schedules in our group program information sheet will give you an idea of how many different activities we can accommodate during the timespan of your stay. Generally, for a day trip we plan for 2-3 activity blocks along with some full-group team building opening and closing activities. For an overnight trip, we plan 4-5 activity blocks, plus a full-group evening activity and opening and closing activities. Because many of our activities have a limit of around a dozen students, it usually makes sense to divide students into groups which rotate through activities, or allow students to sign up for their choice of activities from a slate of options. We recommend assigning the groups in advance so you can balance personalities, skills, and learning styles, and break up cliques. Your program coordinator can tell you how many groups you will need.

Cabin and Group Assignments

The cabins at Hosmer Point are small wooden buildings with bunk beds, screened windows, and electric lights. Each cabin fits 8-12 students (most fit 10), with a side room for chaperones. The cabins are evenly divided between two areas, each with their own bathhouse with toilets, sinks, and showers with hot and cold water. Because there are few private changing areas in cabins or bathhouses, groups generally place males and females in separate cabin areas. However, you may make cabin assignments using any criteria which makes sense for your group. You will need to plan with your group coordinator how many cabins you anticipate needing, and how you plan to divide your group.

Chaperones

We require that groups provide enough chaperones to meet the following supervision ratios. Hosmer Point will provide at least two staff people who will count towards this ratio. The group will also need to provide at least one adult supervisor to stay in each cabin with students younger than age 15. Each cabin accommodates up to 10 students and 2 chaperones.

Required Staff/Student Ratios		
Age	Overnight Trip	Day Trip
5 and under		1/6
6-8	1/6	1/8
9-14	1/8	1/10
15-18	1/10	1/12

Hosmer Point recommends that group leaders appropriately screen and train all chaperones that have responsibility for or access to campers, including ensuring that adults are never alone with a camper. It is the group's responsibility to make sure adequate numbers of adult supervisors are on site at all times, and the group is solely liable for the safety and behavior of the adults and children in their group. We recommend providing chaperones with our Chaperone Guide to help them prepare for the trip.

Communicating with Families

Hosmer Point provides a convenient handout for parents to orient them to the trip and help their student get ready. You may wish to edit this handout to include specific deadlines for your group, information about travel, pick-up and drop-off times, etc. We also offer a Powerpoint presentation you can email or show to families.

Planning Medical Care During Your Trip

Although Hosmer Point staff will be available to assist you in whatever way possible, the trip leader is ultimately responsible for medical care for the group. To be prepared for this role you should:

- ❑ Know in advance who in your group can provide emergency transportation and designate a driver and a reliable vehicle (with sufficient gas to reach the hospital). The nearest emergency room is at Copley Hospital in Morrisville, a 20 mile drive.
- ❑ Have medical and emergency contact information readily available onsite for each person on your trip, including adults.
- ❑ Have a plan to collect and administer any medications taken by students or adults. We require that all over-the-counter and prescription medicines be kept under lock and key in the health center and be administered by an adult from the group. Students with EpiPens or inhalers are allowed to carry them during the day.
- ❑ Although ticks remain very rare on our campus, due to the increasing number of ticks in Vermont we ask that chaperones instruct students to check for ticks each night, and ask that participants bring long pants and/or tick repellent for activities in the woods. You can learn more about tick-borne disease prevention and how to check for ticks at: <http://www.healthvermont.gov/disease-control/tickborne-diseases>. We recommend informing families about any tick bites or suspected tick bites.

Hosmer Point staff are trained in wilderness first aid and may also treat minor issues (such as small cuts and scrapes or sunburn) on-site, if requested.

Parental Release and Health Forms

Hosmer Point requires that a parental release form be on file in our office for each program participant under the age of 18. Please contact the Hosmer Point office for a copy of the proper form if you have not received it already. You should bring the forms with you and take them to the office when you arrive.

We also strongly recommend that you bring emergency contact and health information for each person in your group, including adults. This should include known allergies and health conditions requiring treatment, restrictions, or other accommodations. For minors without a parent on site, a signed permission to seek emergency treatment or a signed religious waiver is advised. If your school or group doesn't have this information already, we provide a simple form which you can ask parents to complete.

Meals and Dietary Information

Groups at Hosmer Point can choose to have our staff cater meals, or bring their own food from home. Our food is all made from scratch using ingredients from nearby farms and the camp garden - so it's really yummy and

healthy. Our kitchen does not use nut product and we try our best to avoid cross contamination for gluten/dairy-free eaters. We ask that groups provide a headcount of students and adults for each meal no later than one week before their trip. If you'd like our kitchen to cater meals for your group, you need to change the number of meals we're serving, or update your headcount, please contact Carrie at hosmerpointcarrie@gmail.com.

If any of your students or chaperones have food allergies or other special dietary needs, please relay that information to our office along with your headcount for meals.

Roster

Hosmer Point requires that each group bring a roster of attendees which includes the names and addresses of all participants as well as emergency contact names and numbers for each person. This roster must include all adults as well as minors.

Student Cell Phones

Hosmer Point is a cell-phone free zone for students. You may wish to ask students to leave cell phones at home. If you prefer to collect them upon arrival, we can store them in a locked cabinet in the camp office.

Driving Directions

You can find detailed driving directions on our [website here](#).

After Your Trip

Feedback!

We'd love to hear your thoughts on your trip and how we can improve. Please complete our post-trip survey, and consider sharing our student/parent survey with your students' families. You can also email your comments to your program coordinator or to hosmerpointinfo@gmail.com.

Lost and Found

We keep lost and found items for one week. After that time, unclaimed items will be donated to charity.

Booking Next Years' Trip

Our school programming dates are limited. We recommend starting the conversation on next year before you leave camp! We're happy to "pencil you in" while you confirm your plans.

Follow-up Activities

Teambuilding and reflective activities in the classroom are a great way to build on what your group gained at Hosmer Point. Talk to your group coordinator for ideas!