

Upham Woods Outdoor Learning Center Policies



These policies are designed to ensure the health and safety of Upham users and staff and the safe and efficient operation of Upham Woods. Many rules are mandated by state law. Citations of HFS 175 refer to State of Wisconsin Code of Administrative Rules regarding Recreational and Educational Camps. Failure to comply may result in assessment of additional fees, loss of privileges, and denial of future use of Upham Woods.

Group Leader Responsibilities

- The Group Leader is ultimately responsible for ensuring that all group members follow all Upham policies. The group leader should handle all discipline problems within the group.
- The group leader is responsible for completing and returning all necessary forms by the deadline dates. The Food Service Agreement Form and Program Coordination Information Form, along with a detailed schedule are due at least 30 calendar days prior to the first day of the group's visit. In addition, groups conducting outpost camps must submit completed Outpost Forms at least 30 calendar days prior to the first day of the group's visit. A late paperwork penalty fee will be assessed for each five day period that all required forms are not received.

Adult to Student Ratio

- State law requires that all groups must provide a 1:10 ratio of adults to youth at all times, including in cabins at night (HFS 175.13-1).

Restricted Items

- No firearms or archery equipment are permitted in camp except for use in an organized and supervised camp activity. All firearms, ammunition, and archery equipment not being used shall be securely stored under lock and key (HFS 175.13-3b).
- Explosives, alcoholic beverages, and illegal drugs are not allowed on Upham Woods property. Anyone possessing any of these items will be immediately escorted off the premises.
- No pets are allowed on Upham Woods property. Animals trained to assist participants with disabilities are exempt from this restriction.

Health Responsibilities

- State law requires that each visiting group bring a "First Aid Coordinator" with current certifications in First Aid/ and CPR, EMT training, RN or equivalent. The First Aid Coordinator should bring proof of certification(s) for our files (HFS 175.14 -5b3).
- Each participant must bring a signed (by parent or guardian in youth's case) health form. The First Aid Coordinator will keep these forms while the group is at Upham Woods. **The health forms or a copy must be given to Upham Woods at time of group departure.** Confidentiality will be respected (HFS 175.14-2 & HFS 175.14-7c).
- If participants are under the age of 14, the First Aid Coordinator will keep all medications in a locked box in the First Aid Room or 911 Room. The only medications allowed on the trail for youth under 14 years of age are prescription inhalers, epi-pens (bee sting kits), insulin syringes, or other medication or device used in the event of life-threatening situations. These items may be carried by the camper, parent, or guardian. If a visitor requires any other medications on his or her person, he or she must obtain permission from Upham Woods staff (HFS 175.14-6a&b).
- All medications must be brought to Upham Woods in the original prescription bottle with doctor's instructions. Over-the-counter medications must be in the original bottle with the dosage written on it, camper's name, and frequency of administration. (HFS 175.14-6a)
- Upham Woods staff may not administer any medications; however, staff carry First Aid kits and can provide basic first aid supplies.

Risk Management & Liability

- All participants (youth and adults) must bring a signed copy (by parent or guardian in youth's case) of the UW-System Agreement for Indemnification, Release, and Consent for Emergency Treatment.
- Each group is responsible for its own health, accident, and liability insurance.

Smoking Policy

- Upham Woods is the property of the University of Wisconsin-Extension and must comply with the University's smoking policy. Smoking may only occur in the designated smoking area (the porch of the Administration Building). Smoking in any other location on the property is prohibited.

- Persons under age 18 may not smoke or possess any tobacco-related products.

Fires

- Fires are permitted only in designated fire circles and fireplaces and must be supervised by an adult at all times.

Dining Hall Procedures

- All visiting youth groups must provide a designated "Dining Hall Supervisor" responsible for ensuring the group's adherence to dining hall procedures. The Dining Hall Supervisor is responsible for reading the "Dining Hall Supervisor List of Responsibilities" and complying with all dining hall procedures.
- Meal times are 7:30 am or 8:00 am breakfast (group's choice), 12:00 pm lunch and 5:30 pm. Requests for changes in meal times must be made prior to the arrival of the group and are subject to the approval of food service staff.

Lodging Regulations

- In cabins, all bunks must remain three feet apart with occupants sleeping head to toe (HFS 175.16-3).
- Only adults may operate wood stoves and electric heat in cabins.
- Clear pathways to emergency exits must be maintained at all times (HFS 175.16-3).
- Exit lights and smoke detectors must remain on at all times.
- Proper checkout procedures must be followed before the group's departure. To help maintain low fees, youth groups are asked to complete the following clean-up tasks: floors must be swept; cabin trash must be emptied into the Pelican, dorm trash into the dumpster; ashes from the wood stove must be placed in the ash barrel; recyclable items must be placed in the proper containers; and all mattresses must be washed with soapy water (HFS 175.16-6).
- Before departure, one member from the visiting group must do a checkout walk-through with the group's liaison. During check out, any damage, breakage or loss of equipment and/or facilities will be determined and appropriate fees charged to the group's bill.
- The paved emergency service road to cabin hill may only be used by groups for moving in or out of cabins and by people with special needs. Visitors must use the lighted steps to cabin hill in all other instances.

Programming Regulations

- Prior to the beginning of any programming, all group members are required to attend an Upham Woods orientation to familiarize the group with Center's policies and emergency procedures.
- Upham Woods staff are available for programming between 8:30-11:45 am, 1:00-5:15 pm and for no more than 1½ hours per naturalist between 6:30-9:30 pm .
- A group may schedule an early morning program (prior to 8:30 am) that requires naturalist(s) if they do not use those same naturalist(s) for programming after dinner on the day of the requested early morning program. Naturalist led early morning programs may be scheduled no earlier than 6:30 am. Groups cannot schedule naturalist led early morning programs on the day of arrival or departure.
- Trained staff must supervise high-risk activities. High risk activities include firearms, archery, ropes or challenge courses, and rock climbing (HFS 175.13-3b).

Waterfront Activities

- State regulations require that all swimming and watercraft activities including boating and canoeing must have a certified lifeguard on duty (HFS 175.13-5a), and a check in/check out procedure must be followed in all waterfront activities (HFS 175.13-5f).
- All participants must wear a PFD while in any watercraft or while fishing off the designated docks or shoreline.
- Specific staff/participant ratios must be followed for waterfront activities. These ratios are noted in the program guide.
- **Water Flow Rates:** Barge to Blackhawk Island may be canceled if water flow reaches 14,000 cfs; canoeing and Voyageur program may be canceled if water flow reaches 12,000 cfs; swimming may be canceled if river flow exceeds 12,000 cfs or water temperature is below 60° F (HFS 175.13-5a).
- **Swimming** - No swimming will take place without an Upham staff lifeguard present. There must be one lifeguard present for every 25 swimmers. A maximum of 50 people are allowed in the swimming area at one time. Visiting groups may provide one additional lifeguard; visiting lifeguards must provide proof of certification and must pass the swim test. Each group must schedule and complete a swim test prior to scheduled swim time, free swims, or water carnivals. Swimming is available June 1 – August 31.