

# Regulations Governing the Use of Upham Woods Outdoor Learning Center

All Upham Woods participants must follow this revised list of rules. These rules are designed to ensure the health and safety of Upham users and staff and the safe and efficient operation of Upham Woods. Many rules, particularly those regarding safety, are mandated by state law and must be complied with under all circumstances. 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 rules. The group leader should handle all discipline problems within the group. If assistance is requested, Upham staff may facilitate the resolution of internal group conflicts.
- Upham staff will facilitate the handling of discipline problems occurring between visiting groups.
- 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.

## Conduct

- Prior to arrival, all participants must have signed an **Adult, Counselor or Youth "Behavior Expectation"** form. If a form has not been signed prior to arrival, the form must be signed upon arrival to Upham Woods.
- This form clearly outlines the expected behaviors of all Upham Woods participants. Signature on this form indicates agreement to follow all behavior guidelines.
- Failure to follow the behavior guidelines may result in loss of future admittance to Upham Woods.

## 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.
- Youth may not bring candy, gum, soda, radios, music players, cell phones or beepers.
- 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) Upham Woods health form including a complete medical history, guardian's consent for emergency medical treatment, and indication of any special needs. 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).
- 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 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.

## Insurance

- 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. Since wood is provided at no extra cost to groups, we ask that groups be conservative in their use of firewood.

## Parking

- Parking is permitted in designated parking lots only. Camping vehicles, trailers, or motor homes may not be used for sleeping or meal preparation on Upham Woods property.

## Dining Hall Procedures

- All visiting 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. A Dining Hall Supervisor's failure to comply with dining hall procedures will result in loss of the position and the appointment of a different Dining Hall Supervisor.
- Meal times are 7:30 am breakfast, 12:00 pm lunch and 5:00 pm dinner during fall, winter, and spring months, and 8:00 am breakfast, 12:00 pm lunch and 5:30 pm dinner during summer months. Requests for changes in meal times must be made prior to the arrival of the group and are subject to the approval of kitchen 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. Youth may bring wood to be utilized by the adult.
- 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. If either appears to be non-functional, notify Upham staff immediately.
- A linen service providing towels, washcloths, and sheets/pillows for the dorm may be utilized for a fee.
- Proper checkout procedures must be followed before the group's departure. 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 bleach water. Failure to follow checkout procedures will result in a cleaning fee added to the group's bill (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 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 the rules governing their stay.
- Groups may utilize up to three Upham Woods Naturalists at any one time if they are the only visiting group. If two or more groups are sharing Upham Woods, a group may have access to two or fewer Naturalists at any given time. The Upham Woods Program Coordinator will ensure the fair and equitable allocation of Upham Woods staff to visiting groups.
- Upham Woods staff are available for programming between 8:30-11:45 am, 1:00-4:45 pm and for no more than 1½ hours per naturalist between 6:30-9:00 pm during the Fall, Winter and Spring season. Upham Woods staff are available for programming between 9:00-11:45 am, 1:00-5:15 pm and for no more than 1½ hours per naturalist between 6:30-9:30 pm during the Summer season.
- Morning programs may be scheduled no earlier than 8:30 am, except that a group may schedule an early morning program 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.
- The programming schedules for all visiting groups are subject to prior approval by the Program Coordinator. To help ensure that requests for programming can be honored, the Program Schedule form must be mailed or faxed to Upham Woods 30 days prior to the group's arrival.
- Failure to return the Program Request Form 30 days prior to the group's arrival may result in a late form fee or the denial of requested programming.

## Programs with Restrictions

### 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).

- **Blackhawk Island Hikes** - Youth and adults must wear PFD's while on the barge. Only Upham staff may pilot the barge, but non-Upham staff may lead hikes. Maximum capacity for the barge is 42 (40 participants + 2 leaders). This class may be canceled if water flow reaches 14,000 cfs (HFS 175.13-5a).
- **Canoeing** - Youth and adults must wear PFD's at all times, and a ratio of 1 adult per 8 youth is required. An experienced adult (at least 21 years of age) may lead this class provided he or she attends a Water Craft Orientation given by Upham Staff. If the leader is not a certified lifeguard, a different certified lifeguard must accompany the class. *This class may be canceled if water flow reaches 12,000 cfs (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. A ratio of 1 adult per 10 swimmers must be maintained at all times. *Swimming may be canceled if river flow exceeds 12,000 cfs or water temperature is below 60° F (HFS 175.13-5a).*
- **Voyageur Program** - Youth and adults must wear PFD's at all times. Only Upham staff may lead this activity. Maximum capacity for the voyageur canoe is 21 (19 youth + 1 adult + 1 Upham staff). *This class may be canceled if water flow reaches 12,000 cfs (HFS 175.13-5a).*

### Other Activities

Trained staff must supervise high-risk activities. High risk activities include firearms, archery, ropes or challenge courses, and rock climbing (HFS 175.13-3b). See below for further details on regulations governing each activity.

- **Archery** - An experienced adult may lead this activity provided he or she attends an Archery Orientation given by Upham staff. Maximum capacity for this activity is 15 youth accompanied by 1 adult.
- **Fishing** - Youth and adults that fish from the Upham Woods dock must wear PFD's at all times. An experienced adult may lead this activity provided they obtain permission from Upham staff. All fishing gear is provided except bait; digging for worms is prohibited. Suggested maximum capacity for this program is 15. Youth 16 and older must have a state fishing license to fish.
- **North Shore Hikes** - An experienced adult may lead this hike after being trained by Upham staff. Permission for non-staff to lead the hike must be obtained prior to leading the activity.
- **Peanut Butter Mountain** - This activity may only be facilitated by Upham Woods staff or a certified adult leader. To inquire about certification, please contact Upham Woods staff. This class has a suggested limit of 16 students. One adult must accompany each group. Participants must wear close-toed shoes (no sandals).
- **Tobogganing** - This activity must be led by Upham Woods staff. Only Upham Woods toboggans may be used on the toboggan run. Maximum number of participants is 25, and 2 adults must accompany the group. *This activity is available only during winter months and may be canceled due to inadequate snowfall.*