***Quest High Adventure Experience Parent Handbook 2024***



**Welcome to the Quest High Adventure Experience** offered by the Quest Leadership Development Program at Commonwealth University-Bloomsburg. We hope to build upon the great success that we have experienced over the years and provide your child with even greater excitement and enjoyment this year. If you are new to the program, we are thrilled to welcome you and your child into the program. We hope that our diverse program offerings, themes, and outstanding customer service will become the *benchmark* for future HAE development.

The Quest High Adventure Experience philosophy is to serve youth, ages 14-17 years old, and provide hands-on, engaging, adventure-filled programming. Our activities are designed to help each participant become more independent, enhance self-confidence, develop self-awareness and develop both mind and body in a fun and safe learning environment.

We pride ourselves in our outstanding staff that we have working for and overseeing the High Adventure Experience.

High Adventure Experience Goals**:**

* Emphasize the teaching and learning of skills and activities
* Teach and instill the concept of teamwork through planned activities
* Create mutual respect for other people and their ideas, thoughts and actions
* Introduce participants to new activities
* Teach participants the proper way to act during activities, i.e., good sportsmanship
* Maintain a safe and respectful learning environment
* De-emphasize competition and emphasize fun in activities
* Provide positive role models for all

**Some highlights include:**

* Each week will have some unique aspects allowing for multiple weeks for the same child. For example, high ropes elements, climbing areas, paddling locations, hiking locations, and caving locations will change from week to week. Some activities also repeat but are just as fun and exciting the second time!
* Each week a child comes to HAE they will get a free HAE t-shirt.
* 12 High Adventure Experience spots available each week.
* 2 different variations of the High Adventure Experience exist. Weeks 1-2 will include a 2-day, 1-night backpacking trip as part of the itinerary. Weeks 3-4` will include caving as part of the itinerary.
* Participant to staff ratio, 4:1 is our goal.
* Our goal is to keep High Adventure Experience sizes small and maximize instructor/student interactions.
* Activities such as white water rafting, high ropes course, outdoor rock climbing, low ropes course, kayaking, zip lines, caving, backpacking, climbing wall, hiking, and team development.

Quest is an organization that leads groups on activities to various locations in the U.S and abroad. We take safety very seriously. Our High Adventure Experience staff is put through a series of trainings over the course of years in our various program areas which should give you peace of mind that your child will be safe. These trainings include, but are not limited to child management, leadership development, first aid and a variety of outdoor activity skills.

As staff members, we want to have fun with the participants enrolled in the High Adventure Experience. The High Adventure Experience activities are planned to be interactive between staff and participants. We believe that this interaction will allow staff members to have fun and enjoy work more. We also believe that the participants will enjoy themselves more if they are aware that the staff is also having fun. For a profile on each of our summer staff visits our High Adventure Experience page on our website.

In summary, the overall theme of the High Adventure Experience is to provide the participants with the positive aspects of recreation while at the same time allowing both the themselves and the staff the opportunity to interact and learn from each other.

**What to expect:**

**General:**

* The weekly HAE schedule will change week by week according to the weather and the best days for each course area. This schedule will be posted on the Quest website on the Monday of HAE.
* The first day (Monday) of each HAE week will be high ropes and team development activities.
* You will receive an email usually on the Wednesday before your child’s scheduled High Adventure Experience week to remind you.
* Please allow yourself about 10 extra minutes on the first morning of your child’s HAE week to meet our staff. At that time you will be given a staff contact list. On Monday we will post an itinerary for the week so you can prepare accordingly for the trip and week ahead. Should you have a family emergency and need to pick up your child, you could speak to the staff directly and find out the group’s location for pick-up. In this situation, the counselors cannot leave their group to return one child to the office. If it is not an emergency situation, please call the office.
* There is a mandatory daily sign-in/sign-out process. If you plan on having someone other than yourself permitted to drop-off/pick-up your child, please complete the permission form for pick-up.

**Caving:**

* The caves we utilize are great for beginners and don’t require tight squeezes. Once we arrive at the cave we have a safety talk and head inside. **These caves are very stable and have remained in the same condition for millions of years**.
* We will have helmets and gloves on at all times and everyone will be carrying 3 light sources with them at all times (provided by quest).
* The caves will be around 55 degrees all year round so wear pants and a sweatshirt. Old clothing is a good choice for caving as caves are inherently muddy.
* Inside they will get to experience the hidden world of caves with unique cave formations all around and secure rooms and passages to explore.
* Quest will provide: helmets, gloves, headlamps and light sources, cave packs, knee pads

**Backpacking:**

* The basic backpacking itinerary looks like: Hike in the first day, make camp and dinner, discussion about leadership and growth, bed, wake up and breakfast, hike out on the second day for a total of 1 night of camping.
* Make sure they have a non-refrigerated lunch for both days as well as snacks for on the trail.
* Bring a jacket or sweatshirt and pants for the evening when it gets chilly and we stop to camp and make dinner.
* Gear for the group will be split between the group to carry in their packs and distribute weight evenly.
* They will hike through beautiful wilderness and camp out under the stars!
* Quest will provide: backpacking packs, tents, sleeping bags, ground pads, headlamps, cooking stoves, fuel, trekking poles, 1 dinner and 1 breakfast

***Daily High Adventure Experience Supplies***

\*\*\*Each day, the child should bring the following items to the High Adventure Experience (please label all important items sent to HAE with your child’s name):

* They should dress for being active outside. Shorts are fine.
* Please have them wear sneakers each day, not sandals, as sandals a pose greater risk for toe/foot injury, no crocs.
* Refillable Water Bottle
* Backpack (To store items not being used)
* Non-refrigerated lunch (use ice packs if needed)
* Snacks (Please send plenty of food/snacks as the children are active & get very hungry)
* Prescribed Medication in original packing (If necessary)
* Insect repellent
* Sun block – Spray on is preferred
* Rain coat – Weather dependent

***White Water and Kayaking Day Supplies (in addition to daily supplies)***

* Extra change of clothes
* Towel
* Garbage bag for wet clothing
* Water/river shoes, closed toed (Quest has extras if you need)

***Caving Day Supplies (in addition to daily supplies)***

* Wear old clothes (sweatshirt recommended, pants and long sleeve shirt required), the caves are ~55 degrees all year round
* Old sneakers
* Garbage bag for dirty clothes
* A complete change of clothing

***Backpacking Supplies (in addition to daily supplies)***

* Clothes to sleep in
* 2 non-refrigerated lunches
* Jacket/sweatshirt for at night
* Sturdy hiking boots or sneakers

**We do not want anyone to lose or misplace a phone, please instruct them that they are not to be used during HAE hours and it needs to remain in their backpack**. The High Adventure Experience will not be held responsible for lost or stolen items. Parents and/or guardians will be notified should the child need to bring other items to HAE. Please ensure that inappropriate items are not brought to the High Adventure Experience**. Vapes, e-cigarettes, drugs, alcohol and all tobacco products are strictly prohibited at the High Adventure Experience.**

**Nicholas McCormack (Main Line) 570-389-4707**

Campus Police (*Non-Emergency* Number) (570) 389-4168

**Quest Professional Staff**

Nicholas McCormack, Director **Emergency Only, when no one answers office phone**

Cell-570-336-3693

**HIGH ADVENTURE EXPERIENCE POLICIES & PROCEDURES**

***High Adventure Experience Eligibility***

The Quest High Adventure Experience are for participants between the ages of 14 and 17. Be prepared to engage in physical activity.

***Registration Policies***

Parents may enroll their child from the beginning of registration (Nov.1) until the Thursday before each session or until all sessions are filled. Reservations are accepted on a first-come first-serve basis with payment needed to secure a space for their child in HAE. The HAE director reserves the right to cancel future reservations for non-payment or children that pose disciplinary problems in HAE.

All forms are required to be completed and submitted to the Quest office prior to the session enrolled.

***Payment Policies***

All payments are due in advance to reserve spots in HAE.

**Enrollment Fees and Refund Policy (Fees are per one week session)**Registration is complete when required fee is paid. There are no refunds. You may find a substitute to fill in for your child but it is not our responsibility to collect payment from the substitute as you will deal directly with the financial aspect.

***Daily High Adventure Experience Times***

Each session will run from 9:00 am through 4:00 pm, Monday through Friday. Please drop off your child no earlier than 8:50 am and pick up between 3:50-4:00.

If your child is sick or will not attend a day of HAE please call or text Nick @ 570-336-3693 or email nmccormack@commonwealthu.edu.edu no later than 9:00 that morning or let us know the day before.

***Check-in/Check-out***

Each child’s safety is the top priority for the Quest High Adventure Experience; therefore, policies that have been established are not subject to change unless the staff has made prior arrangements with the parent or guardian of the child.

All High Adventure Experience participants will meet and be picked up at the **Quest office on the upper campus of Commonwealth University-Bloomsburg**. (See map the end of this handbook) It may be possible pick up will be elsewhere, locally. If this is going to occur, you will be notified ahead of time for arrangements.

It is important to the HAE’s success that participants are here by 9am daily. Our activity sessions cannot begin until we have all staff and participants present. If you know that you will be running late, please let us know so that we can plan our staffing needs accordingly.

Daily check-in/check-out will be ten (10) minutes prior to HAE and after HAE.

***If the child is to be picked up by a different person then their parent/guardian, please complete the permission slip that was emailed to you or printed from the website, or give us a signed note listing your 1)child’s name, 2) HAE week, and 3) the name(s) of those allowed to transport your child.***

If the parent or guardian is running late, please call Nick at (570) 336-3693 and leave a message.

If the child will be walking or biking himself/herself home, please inform HAE staff and a signed note should be submitted by the first day of the HAE week.

If the child is to be picked up early, prior to the conclusion of a day’s activities, please provide a signed note stating the date and time of pick-up, as the sign-out sheets remain in the office. The staff is not able to stop an activity to transport the child to the parent. The child will need to be picked up at the location where the group will be.

***Participant Illness/Accidents***

In the event the participant becomes ill or has an accident, the HAE Supervisor and/or Quest Director will notify the parent or guardian. Due to the large concentration of children and participants, there are circumstances when the HAE Supervisor and Quest Director will ask that participants do not attend or must be picked up early from HAE. These instances will include; a participant who has two or more episodes of diarrhea, a participant who is running a fever of 100 degrees or more, a participant who has thrown up more than once or the combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call the Director to alert the staff. For minor accidents/illness, the HAE staff will provide appropriate first aid.

***Participant Emergencies***

For participant emergencies, the Quest Director or HAE Supervisor or Office Manager will notify the parent or guardian of the situation. If the parent/guardian is unavailable or cannot be reached the HAE staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated. The parent or guardian if still unable to be reached, the HAE staff will notify the authorized emergency contact. If the parent or guardian has an **emergency**, **they should call the Quest** **Director at (570) 336-3693.**

***Participant Medication***

If a participant is required to take any form of medication during the day, the Quest Medical Information Form should contain the information. The parent/guardian of the participant should provide the staff with the medication in a clearly labeled container with exact directions for administration. Asthma inhalers, injectable medication must be provided by the parent/guardian, and can be under the direct supervision of the child’s staff member or the child. Each counselor will be aware of each child’s medical needs as noted in the Assumption of Risk form. Participants will self-administer inhalers, injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the HAE Director. For safety reasons, participants may not maintain possession of their medication while in HAE; the direct counselor will assume responsibility for the medication.

***Parental Concerns***

If the parent/guardian has a concern, suggestion, or complaint, please contact the Quest office.

***Assumption of Risk Agreement***

The parent/guardian will be responsible for signing the Quest Medical Information Form and an Assumption of Risk Agreement for each child that they enroll in HAE. This form notifies the parent of the hazards and inherent risks of participating in a summer day HAE. The form also notifies parents that the Quest Adventure HAE does not provide insurance for the participants. The parent/guardian should contact their insurance agent regarding insurance coverage for their child.

***Participant Discipline***

There will be times during HAE when it becomes necessary to administer discipline to a participant. The methods of discipline used by this HAE are to:

a. Speak individually with the participant,

b. Remove the participant from the activity for a short period of time,

c. Time-Out, and/or

d. Have the HAE Supervisor speak with the participant, and/or

e. Have the HAE Director speak with the participant.

If the child meets with either the HAE Director or HAE Supervisor, a Discipline Report will be filed and a parent or guardian will be contacted. If any child accrues two Discipline Reports in the same week time may be lost for the remainder of the week. If the problem persists during the week, under extreme conditions, the parent will be called to pick the child up early from HAE. The HAE staff does not want to be placed in the position of removing time. We ask that the parent speak with the child and let them know the importance of following the instructions of the HAE staff. If a child is sent home early from HAE there will be no refund of enrollment fees for the participant. This HAE will be a community of many people working together. If a child threatens the safety or well-being of other participants, the child will not be allowed to return to Quest Adventure HAEs.

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