

Day Group Chaperone Guidelines

What does a chaperone do? Here are some guidelines for supervision of your students on the trip.

- Learn the name of each student assigned to you as quickly as possible.
- You will take the place of the student's parent/guardian on the trip, and will be responsible for them the entire trip.
- Maintain a fair, firm and friendly relationship.
- Help enforce the students' compliance with school rules.
- Deal with minor discipline problems (ex. Talking during guided tours or while instructions are being given.)
- If a student is unruly, talk with the student or have the student sit or walk with you. If you need assistance, please see a member of the Washington DC committee. The names and cell numbers are on the back of your name badge.
- Bus captains will be on each bus. Their responsibilities include assisting with head counts and setting the tone for the bus. Bus captains will work together with the committee to assure a safe and enjoyable bus experience. Boy and girl are not allowed to sit together at night. Quiet time will be enforced.
- When making decisions or giving permission, consider the following: Is it safe? Is it against school rules? How will it affect the rest of the group? Could every student be allowed to do this? If in doubt say NO or check with a leader or committee member.
- **YOU ARE RESPONSIBLE FOR YOUR STUDENTS AT ALL TIME, AND YOU STUDENTS RESPONSIBLE TO YOU AT ALL TIMES!**
- Listen to directions at all times and be sure you and your students are in the right place and on TIME.
- It is your responsibility to make sure EACH morning that your students are awake and ready to go.
- Please remember this is a school trip and we are representing Kenowa Hills.
- Please bring your cell phone and a charger. Make sure your cell phone is charged. During the day you might need to be reached and there are not outlets on the bus.
- A business center is available at the hotel to check e-mail. Wireless service is available for a daily out of pocket fee.
- Each night at the hotel there will be a mandatory chaperone meeting to discuss the next day's events and to visit as a group.
- There will be over the counter medications (Tylenol, Motrin, sanitary items, etc.) on each bus for parents and students if needed.
- If students are taking pictures, please enforce that only appropriate pictures are allowed.
- We want everyone to have a great time, enjoy the trip and have a valuable educational and social experience. By working together and enforcing the same rules and expectations, we can accomplish these goals.

We want to thank you for volunteering your time to chaperone this educational trip. We appreciate your efforts to make this trip a success.

The Washington DC Committee