

# Guidelines for Chaperones

- Please arrive on time. Most of our field trips are time sensitive and promptness is critical to the event running smoothly. Before each trip the classroom teacher or school director will discuss specific items you need to know for that day.
- There will be a planned itinerary for each field trip. The teacher will review the plan with the chaperones before departure. Situations may arise that will cause plans to be changed, in that case, please follow the teacher's directions and stay with the group. Your cooperation is appreciated.
- The teachers will assign a group of children to be under your supervision during the field trip. You will receive a list of the children's names. Please remember that it is very important that you know where the children in your group are at all times. Sometimes, it is very easy to engage in conversation with other parents during these events, but when that happens, who is watching the children? While we understand the importance of getting to know other families that your child goes to school with, we cannot place this above the safety of our children.
- If you find that a child in your group becomes unmanageable, simply notify the teacher in your classroom and she will handle the problem. If a teacher is unavailable, please call the main school phone number for assistance.
- **Do not, under any circumstances, buy any food or drinks for the children on the trip.** Many of our children have allergies (some with very severe reactions) or dietary restrictions. The only safe thing to give the children is water. If the trip is one that will require a lunch, the children will each bring their own lunch.
- Along those same lines, please do not make any special stops to the gift store, or extra exhibits that require extra paid tickets, etc. The children are instructed not to bring any additional money for these things, and it can cause hurt feelings if some children get extras, but not others.
- Please save cell phone conversations, texting and emailing for after the trip, unless it is an emergency.

We would not be able to take field trips without parent chaperones. We thank you for your support so that field trips can remain a viable part of our program. The safety of the children is always the number one concern for us, especially when we leave the premises.