Parent Chaperone Guidelines Agreement

- When you volunteer to serve as a chaperone on your child's field trip, you will be helping to extend the regular curriculum beyond the classroom and the school.
- Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities.
- The purpose of the Chaperone Guidelines is to provide you with an overview of a chaperone's responsibilities, and to make recommendations for appropriate responses to various situations that may arise during the course of a field trip.
- Should you require any additional information, or have any other questions or concerns, you are invited to meet with your child's teacher or principal to discuss the matter.
- **We value our Parent Chaperones presenting a positive model for our students to follow!**

General Qualifications

- A chaperone must be a parent/guardian of a child in the class taking the field trip.
- A chaperone must be willing and physically able to participate in all activities.
- If a chaperone will be supervising other children not in the presence of school personnel, the chaperone must have an approved background check.
- A chaperone is to abide by all school rules and specific trip rules that may apply due to particular activities.

Chaperone Alert!!! **BE SURE TO...**

- **arrive on time and bring a watch.**
  - It is important that chaperone's be on time since trips are planned to depart and return to school at specified times. Performances, tours, or activities during the trip are scheduled and delays may disrupt the field trip for everyone.
- **dress according to school dress code.**
  - Casual, comfortable dress is recommended and should be appropriate for the activity.
  - Listen to the weather report and anticipate weather changes. When in doubt, bring rain gear or dress in layers.
- **know the children in their group.**
  - Introduce yourself and be sure that you know the names of the children in your group.
  - Name tags or a list of students' names will be supplied by the teacher.
  - If a child refuses to follow your instructions, inform a teacher as soon as possible.
- **talk to the teacher.**
  - Don't hesitate to ask questions if you have doubts as to what should be done in a given situation.
  - The teacher is in charge, and her/his directions must be followed at all times. Please speak to the teacher privately if you have any concerns.
• watch carefully.
  o Always think of the children's safety first.
  o Be alert to potential dangers—stray animals, strangers, etc.
  o Do not take chances. If necessary, move children to a safe place and inform the teacher.

• follow all safety rules.

Remember-
• Do not smoke or drink alcoholic beverages during the field trip.
• Please reserve cellphone usage for emergencies only. Remember this is an opportunity to spend quality time with your child and you may be responsible for supervising other children.
• You may certainly post pictures of yourself and your child on social media but please refrain from posting pictures of other children. All of our children HAVE NOT granted permission to be photographed. These great snapshots can be shared with your teacher and they are able to share them out and the school can post them on our social media sites once all participants have been verified.
• Do not bring along siblings or other children. Your responsibility is to the children in your group. Insurance regulations do not permit parent chaperones to bring other family members on school field trips.
• Do not leave children alone or unescorted.
  o It is your responsibility to keep the group together and when necessary, escort children to the appropriate bathroom.
  o If you are of the opposite sex of your group, please coordinate bathroom stops with another chaperone to ensure that students are supervised in the appropriate bathroom at all times.
• Do not purchase souvenirs or food without prior permission of the teacher.
• Because of possible allergies, please do not provide food for distribution to children during the field trip or en route to or from the destination.
• Do not physically restrain a child.
  o Unless a child poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a youngster.
  o Should a child refuse to follow your directions, inform the teacher immediately.
• Do not release students to anyone other than the teacher. Parents/guardians who want to take children home during a field trip must secure permission from the teacher.
• Do not administer ANY medications to a youngster. All medical situations must be referred to the classroom teacher.
• When the trip involves overnight accommodations, students are not to share a bed with Chaperones. Only mothers and daughters or fathers and sons may share a bed.

• IN THE EVENT OF AN EMERGENCY
• The supervising teacher, or a designed volunteer, will be responsible for the first aid kit.
• Use latex gloves (in the first aid kit) when handling all bodily fluid, including blood products.
• Report all illnesses and injuries to the teacher.

By signing below, I am requesting to go on the planned trip to _________________________________ on _________________________________ with my child _________________________________.

I have read, understand, and agree to follow these guidelines as a Parent Chaperone set by E. M. Yoder Administration.

_________________________________  __________________________  _______
(Name Printed)                       (Signature)                      (Date)