

**PARENT CHAPERONE GUIDELINES**  
**2018 - 2019**

Parent chaperones provide faculty sponsored field trips with important additional adult presence, increasing the safety and enjoyment of all the students participating on the excursion. Although we want everyone to enjoy the experience, it must be understood that **the well-being and happiness of the children remain our first priority.** Parental understanding and acceptance of certain basic expectations are key to a successful field trip.

1. Parents are selected as chaperones on a rotational basis by the Room Parent Coordinator. They will be contacted in advance by the sponsoring teachers and provided with specific information about their responsibilities for the trip prior to the event. It is essential for the well-being and safety of the children that chaperones clearly understand what is expected of them and that they comply with the classroom teachers' requests throughout the excursion.
2. Chaperones need to be free to focus on their supervision of the students participating in the trip. Other children are not to be brought on the trip, even if the sibling is a Corbett Preparatory School of IDS student in another grade. The safety of our children requires total concentration of all teachers and chaperones.
3. Chaperones serve as role models of appropriate behavior, and they are expected to intervene promptly if students need to behave more appropriately. It is Corbett Preparatory School of IDS policy that chaperones refrain from drinking alcoholic beverages and from smoking on **ALL** school sponsored field trips.
4. Chaperones are expected to remain with the whole class group, or if the teachers assign a small group of students to each chaperone, to remain with the assigned group throughout the event. Frequent head counting, to ensure that all students in the group are present, is essential.
5. Conscientious supervision must be the top priority. A chaperone might miss part of a performance or other event while escorting a student to the rest room or monitoring a student for a teacher.
6. If transportation is by a Corbett Preparatory School of IDS bus and there are sufficient seats, chaperones may be expected to ride on the bus with the students to provide additional adult presence to and from the destination.

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7. If transportation is by a private vehicle, chaperones serving as chauffeurs are expected to drive safely and in compliance with speed limits and other vehicular laws. Following another vehicle or the school bus, jeopardizes the safety of your passengers, therefore, \*it is the parents' responsibility to understand the directions to the destination, and to seek clarification from the teachers prior to the field trip.\* All students in private vehicles must be properly seat belted, and the parent chaperone should clarify guidelines for conduct in the car.
8. Parent chauffeurs are requested to avoid stops to and from the destination for food or beverages unless teacher permission is granted for **all** students.
9. Any questions or concerns should be brought to the sponsoring teachers right away.

**I/we have read and understand the above guidelines for Corbett Preparatory School of IDS chaperones and parent drivers for 2018-2019.**

**I/we will comply with these guidelines when we serve on student field trips for 2018-2019.**

**Student Name (print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent's Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Parent's Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Guardian's Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_