



Chaperone Policy

Field trips are an integral part of the learning process. They supplement and reinforce what is being taught in the classroom with active experiences that appeal to all types of learners and connect with children in visual, auditory, and tactile ways.

Since these trips are away from school, the safety and well-being of our children is paramount. Therefore, the teachers rely upon responsible adults to chaperone the children. Chaperones are highly effective in supporting teachers' safety and education goals, and are greatly appreciated.

Chaperone Expectations

- Receive and follow directions to the location and specific directions as to what to from the teacher. Please keep to the route described. Pay careful attention to details regarding lunch, souvenirs, medical, and emergency needs.
- Supervise your assigned group of children at all times. Keep them together. It will make it easier on you if you also pair the students so each student has someone they stay with.
- Help enforce school rules. Sometimes students think they are no longer under school rules off campus, but as long as it is a school field trip, all are bound to follow these rules.
- Keep your group with the class. Especially when driving, make sure your group stays with other cars, unless the teacher gives you permission or directions otherwise. Avoid the temptation to stop off and do something special for your group. (If you want to provide your children with a special treat, please clear it with the teacher first and have it with you ahead of time.)
- Make sure children do not bring certain items.
 - No listening devices
 - No weapons of any sort
 - No cell phones
 - No medications (The teacher should be the only one holding these.)
- Inform teacher immediately if there are any medical and/or other types of emergency. ***Only the teacher (or possibly an authorized chaperone who is a doctor or nurse) is allowed to dispense medication.***

Driving Chaperones

- Provide copy of auto insurance at the office before the trip. According to Potomac Conference policy each driver must have these minimums of insurance: \$25,000 property damage and \$25,000/\$50,000 bodily injury.
- Observe speed limits at all times.
- Make sure each child is using a seat belt.
- No videos allowed. Families with varying tastes and tolerances in movies send their children to our school. To avoid unintentionally offend others, we ask that no videos be shown in vehicles at all.

I have read and understand the SVAE Chaperone Policy and will comply with it.

Printed Name

Signature

Date

I have attached a copy of my recent automobile insurance. I do have at least \$25,000 property damage and \$25,000/\$50,000 bodily injury coverage.

I have _____ seat belts for passengers.

My cell phone number is _____.

I am interested in chaperoning the following grades: _____.

I am usually available to chaperone on the following days: _____.