

**THE GENEVA SCHOOL**  
**Sixth Grade Washington, DC**  
***Chaperone Expectations***

- Chaperones must be able to walk 5-10 miles per day.
- Chaperones function as an extension of the school under the leadership of the teachers and administrator. The teachers are responsible for supervising all aspects of the trip. Please defer to the teachers for final decisions and give them your full support. Chaperones must be able to submit to the authority of the trip leaders and follow their directions.
- As a chaperone, you are responsible for the children assigned to your group. During the day, we may form larger groups, so please always make sure your students are accounted for in your group. Your assigned students are your responsibility for the entirety of the trip (24 hours a day). Please keep a diligent watch over them.
- Chaperones must be able to disengage from their Orlando commitments (calls, emails, texts, etc.) and focus on the students and objectives of the trip for the entire 4 days of the trip. Cell phone use during touring is prohibited.
- Please make sure students are supervised at all times. When they need to use the bathroom or request permission to go somewhere in the hostel, please make sure that they are with you. Never let a child go anywhere alone.
- Remember that help is needed in chaperoning the whole group. Should someone outside your group need to be counseled regarding the need for more appropriate behavior, please do not hesitate.
- Chaperones must feel comfortable engaging children at various historical sights and museums, keep a positive, encouraging attitude, and be flexible. You are a critical part of the children's learning experience.
- When children are with you, ALWAYS be aware of their conversations. Immediately stop any talk that is inappropriate, hurtful, or undesirable. Chaperones must be confident to correct and guide students in healthy choices whether they be food, free time, events, or conversations.
- Please help to keep your group quiet on all tours and in restaurants as well as other public places.
- When walking through exhibits, please try to keep your students walking to the right and encourage them to watch where they are walking.
- If there are students who are not cooperative, please inform the leaders.
- Since you will be eating each meal with your group of students, please assist them in making healthy choices and eating balanced meals. Please do not allow children to have an excess of sugar or caffeine.
- In the hostel, please enforce the scheduled bedtimes as well as any other guidelines set down. Students are not permitted to switch rooms or have sleepovers. Remember that the days are full and that students need to sleep well in order to have enough energy to enjoy and participate fully in the day's activities.
- Each morning, wake your students in plenty of time for their morning preparations, accompany them to breakfast at the hostel, ensure that each child has the necessary items for the day, and have them ready to leave by the appointed time. We have many time sensitive tickets and need to arrive in a timely manner.
- Cell phone use at the hostel should be limited to briefly communicating with family and checking personal email. Please discuss any other cell phone use with a trip leader before using your phone.
- Chaperones will be given meal money for each student in their care to use in purchasing meals. Please help them to manage their money for their meals.
- Chaperones and faculty must refrain from all use of alcohol and tobacco on the trip.
- No pranks will be permitted.
- Students are permitted to make an occasional phone call on a chaperone's phone. However, please supervise all phone calls and keep them to a minimum.

\_\_\_\_\_  
Chaperone's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chaperone's Name (printed)

***Thank you for the sacrifice of your time and energy to make this trip possible for all the students.***