

**THE GENEVA SCHOOL**  
*Fifth Grade Williamsburg*  
*Chaperone Expectations*

- 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.
- As a chaperone, you are responsible for the children assigned to your room. 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.
- Please make sure students are supervised at all times. When they need to use the bathroom or request permission to go somewhere in the hotel, 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.
- When children are with you, ALWAYS be aware of their conversations. Immediately stop any talk that is inappropriate, hurtful, or undesirable.
- 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 hotel, 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, awaken your students in plenty of time for their morning preparations, accompany them to breakfast at the hotel, ensure that each child has the necessary items in his/her day pack, and have them seated on the bus by the appointed time. We are charged extra for arriving late for certain tours.
- Please do NOT turn on the television in the hotel rooms. There will be channels available to the students which they should not watch, so to protect the children we ask that you refrain from watching TV.
- When we make stops on the bus, chaperones exit the bus first. Once the students start to disembark, please look for your group and gather them together, making sure all are present before starting off. When boarding the buses, chaperones enter the bus first and spread out to sit among the students. The fifth-grade teachers will be the last to board.
- Chaperones will be given meal money for each student in their care to use in purchasing meals on the trip to Williamsburg and on the trip home. 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.*

**PLEASE SIGN IN BLUE INK**

***OUT-OF-TOWN FIELD TRIP  
CHAPERONE AGREEMENT***

- I affirm that I have read, understood, and will abide by The Geneva School Code of Ethics, The Geneva School Child Abuse Prevention Policy, 2011 Florida Statute 39.203, The Principles of Professional Conduct of The Education Profession in Florida, The Code of Ethics of The Education Profession in Florida.
- I affirm that at no time in the past have I been guilty of engaging in conduct that would fall within the definition of child abuse or professional misconduct.  
 Yes                       No
- I will submit to a background check, at my own expense (\$53.00), if I don't currently have an up-to-date check on file. Information regarding getting a background check will be emailed once this form is turned in.

Understood and Agreed:

\_\_\_\_\_  
**CHAPERONE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAPERONE'S NAME (PRINTED)**

***CHAPERONE CONFIDENTIALITY AGREEMENT***

- The nature of services provided by The Geneva School requires that information be handled in a private, confidential manner.
- While attending as a chaperone on a field trip, a parent may hear, see, have access to, work with and be responsible for projects and information that are proprietary and confidential. Chaperones are directed, therefore, not to discuss, reveal or divulge in any way proprietary information with or to other chaperones or employees of The Geneva School or persons outside the employment of The Geneva School. Examples of proprietary information include but are not limited to family situations, medical conditions, and financial status of students and/or employees.
- The undersigned individual agrees to follow this confidentiality agreement and will speak to his or her supervisor if there are questions regarding the disclosure of information.

\_\_\_\_\_  
**CHAPERONE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAPERONE'S NAME (PRINTED)**

**PLEASE SIGN IN BLUE INK**