

Garber Preschool Guidelines for Field Trip Chaperones

We are grateful for the parents and grandparents who volunteer to be chaperones on field trips. Without your help we would be unable to take our students on these outings which add to their educational experience. We also realize that being a chaperone can be frustrating if you are unaware of what is expected of you. It is in that light that these guidelines have been written. We hope this information will make your chaperoning experience a pleasant one. It is our goal to prepare our children for field trip experiences in Elementary School.

Classes will always meet at preschool prior to leaving on a field trip, *only under extenuating circumstances should a child meet the class at the destination*. We will allow opportunities for parents to chaperone and volunteer several times during the school year. We will maintain a one to three parent student ratio on field trips. All parents will not be allowed to go on all trips. If you chaperone on one trip another parent will be given the opportunity the next time. There will be some opportunities for all parents to participate in family/child gatherings such as the Easter Egg Hunt or occasionally a trip to a park. Thanks you for all your help and cooperation.

In order to ensure the field trips are safe and enjoyable, all chaperones are to adhere to the following rules and responsibilities:

1. The teacher is in charge and is responsible for the safety and conduct of all students. Chaperones may be given leadership over a specific group of children, but only to the extent to which the teacher has specified. Should a situation develop beyond the scope of these guidelines, the chaperone should ask the teacher for a decision and follow that decision. A chaperone should take any unruly child to the teacher.
2. As a chaperone please ask the teacher if you desire to do something beyond what the group is doing. If the teacher says no, please abide by that decision. Never undermine the authority of the teacher by disregarding the teacher's decisions.
3. A chaperone must stay with the group. The chaperone is present to keep a watchful eye on the students. As a chaperone, you are working; you are serving as an aid to the teacher.
4. **Siblings** should not be brought on the field trips. It is not reasonable to expect chaperones to watch over students when their other children are present.
5. Drivers should drive directly to the field trip destination in a caravan with the teacher in the lead car and the teaching assistant in the last car. Each car should have a cell phone available. Drivers are asked to please refrain from talking on cell phones while driving. A stop should not be made unless it has been approved by the teacher. Please fuel your car before arriving at school. Obviously emergencies do happen. To the extent possible, the caravan should stay together.
6. All children on a field trip should be treated equally. The children in one group should not receive a benefit (i.e. an ice cream treat) that is not available to all the children on the field trip.
7. Be sure any music played in the car is appropriate for young children.
8. Please limit topics of conversation so that they are appropriate for the children to hear. The teacher is not available during field trips for a conference. Additionally, parents should avoid discussing classroom issues and remember to respect the confidentiality of our students with regards to any behavioral issues that might arise.
9. Drivers will be required to leave a photocopy of their Driver's License, license plate number and cell phone number on file in the director's office prior to the field trip. Teachers will leave a listing of passengers in each vehicle with the director prior to departure.

Thank you for your cooperation in these matters.