

## **FLORIDA CHAPERONE MEETING**

Date

Chaperone Folders:

- Contacts
- Itinerary
- Bus Lists
- Room Lists
- Florida Information

### **ON THE BUS:**

- There are enough seats that you may have your own set of 2 seats if you choose
- Spread yourselves out over the bus. Back – Middle – Front
- Stretch your legs and walk the isles every so often to monitor students
- The hours of 12:00 midnight to 7:00am are “movie-free” times. No DVDs are to be played on the “in house” bus system. ☺
- Students:
  - Must listen to you as they would any adult or teacher
  - Must clean up any mess made
  - May not sleep on the floor or in the aisle
  - May not sleep completely covered by a blanket
  - Must use appropriate language
  - Should use the bus rest room for emergencies only
  - Must use excellent conduct

**When the bus makes a stop at any time during the trip, no one gets up or leaves the bus until the bus captain gives permission. This will usually follow a detailed set of instructions.**

### **IN THE HOTEL:**

1. Room Check procedure:
2. Partner up for room checks.
3. Knock on the door, expect student to say “Who is it?” You respond, Mr./Mrs. \_\_\_\_\_ this is a bed check.”
4. Go all the way into the room. Make sure ALL students assigned to that room are actually in the room. If a student is in the bathroom, knock on the door and make sure you hear that person’s voice.
5. Check to make sure the room is in order. Look for anything suspicious.
6. Encourage students to keep the place clean, as the entire group will be responsible for ANY and ALL room charges, including phone use and damages.
7. Make sure the students are updated with any schedule changes, wake up time, etc.
8. Talk to them; ask them how things are going? Be friendly.
9. Make sure someone has an alarm clock. Tell students they are being taped in.
10. When you leave, place a piece of masking tape from the door across the molding. If the tape is broken the next morning, the students have broken curfew and must be reported to a staff member.

### **IN THE PARKS:**

Students are on their own in the park. They cannot and should not attempt to park-hop, as they will have no way back into the parks. Chaperones will rotate every hour checking in at the first aid station to make sure there are no medical issues. Notify a director if there is any problem.