** Warren Bands 2016 Florida Trip**

**Chaperone Responsibilities**

Each day, there are a variety of important responsibilities that need to be done to insure a smooth, safe experience for each student you are assigned to chaperone.

**Daily**

1. Check to make sure the students in your assigned rooms are awake and moving to get ready for the day’s events.
2. Remind them of the breakfast timetable. Everyone needs to eat some breakfast.
3. Take bus attendance before leaving hotel. Report to Mr. Jenkins when everyone is accounted for.
4. Collect hotel room keys (2 per room).
5. Be sure everyone has money and instrument as needed for the day.
6. When we arrive at the park, give additional reminders of the day’s timetable and the location of the buses for re-loading at the end of the day.
7. Remind students that they cannot leave with any family or relatives for any reason. Family members are welcome to spend the day in the park and are encouraged to view the performance scheduled that day in the park.
8. At the park ticket gate – hand each student their park pass, you go through turnstile first, followed by your students, then collect park passes.
9. Students may not leave the park that we are at that day.
10. Make plans to meet up mid-day somewhere in the park– give them a short window of time (30-45 minutes) to check in with you.
11. Give each student your cell phone # and have them program it into their phones.
12. Arrive at the scheduled pre-performance meeting site ½ hour before the group so details of any responsibilities can be reviewed.
13. Back at the buses, please take bus attendance before leaving lot. Report to Mr. Jenkins when all students have been accounted for.
14. Remind students of room check time.
15. At room check, remind them of the next day’s times, breakfast hour and scheduled events.
16. 15. Help monitor any game rooms, pool time, halls, snack area etc. if there is any free time back at the hotel.

\*We will have a chaperone meeting each night to re-cap the day’s events, discuss issues, and go over the next day’s schedule/needs. Typically, we will do this right after bed check, when the security guard(s) are watching the hallways.

**Pre-Trip Parent/Student Mandatory Meeting**

1. Distribute 2 copies per family or the Trip Itinerary as families enter the meeting.

2. When you meet with your students and parent(s), please hand out AND collect…

a) the **signed** Rules of Conduct Form (blue form).

b) the **signed** Release, Consent and Indemnity Agreement (white form).

\*BOTH THESE FORMS MUST BE SIGNED BY STUDENT AND PARENT AT THE MEETING AND COLLECTED BY YOU. THE FORMS ARE TO BE KEPT BY YOU UNTIL WE RETURN FROM THE TRIP.

4.Go over flight and bus assignments with the students.

5. Ask if your students have any special needs.

6. Make sure the information on the student medical form is accurate.

7. Remind students to bring PHOTO ID and put luggage tags on ALL luggage and carry-ons.

At the Hotel

**ROOM CHECK IN AND OUT PROCEDUR**es

**CHECK IN PROCEDURE:** Thursday, March 2

1. Upon arrival, the band directors and our tour guide will obtain room keys.

**EVERYONE ELSE STAYS ON THE BUSES.**

2. Keys will then be distributed to ***chaperones who then write down their students room numbers***

**DO NOT HAND OUT KEYS YET.**

3. After the buses are unloaded, students should report and wait outside their rooms.

**DO NOT HAND OUT KEYS YET.**

4. Chaperones will then check each student room and fill out room inspection forms.

**NOW GIVE THE STUDENTS THE KEYS.**

**CHECK OUT PROCEDURE:** Monday, February 6

\*Note-**On Sunday evening instruct students to pack ALL their belongings.** Once the suitcases are loaded Monday morning, students will not have access to them until the we arrive home. Tell your students what time you will be inspecting their rooms on Monday morning. Budget enough time so bus loading can begin at 7:30 am.

1. At the time you’ve told your students, begin room inspection and collect keys.

2. Any damage or missing hotel items must be accurately logged on the inspection forms for student

billing, using the forms from day one.

3. If no one student admits to hotel damage or theft, ALL STUDENTS assigned to that room pay the bill.

4. Turn in keys and room inspection forms to Mr. Jenkins in the lobby while students are loading buses.