



# New York City All Arts Trip

April 19-24, 2017

## Chaperone Information

**ALWAYS** remember that the field trip is for the students (not a family vacation) and a time for them to learn and have fun with their friends.

### Trip Expectations:

- You are responsible for your group of students—no more than 8 students.
- Be on time and at the assigned location with your group.
- Follow the lead teacher's directions.
- Notify your teacher if you have any concerns.
- Do not voice negative opinions/comments in front of the children.
- Be positive and patient.
- Be flexible. Sometimes the location and times vary due to traffic, weather, etc.
- Be respectful to the lead teachers, tour directors, bus drivers, and tour guides.
- Make sure your group is respectful wherever we go. No running, climbing on memorials, talking when they're not supposed to. Please let the lead teacher know if you are having any issues immediately.
- You may not carry or consume alcohol or illegal drugs at any time.
- You may not have any firearms.
- Please refrain from smoking cigarettes in front of the children.

If you can accept and follow these expectations, and you are still interested in being a chaperone, please continue to learn more about being a chaperone. **Also refer to the student packet for more details about the trip.**

### Chaperone Fee

The chaperone fee is \$1080. Please refer to the additional costs regarding the hotel if you choose a single/double/triple room. Chaperone payments are due at the same time as the student payments.

### Volunteer Registration

All interested chaperones must register at a WCPSS media center and be approved before chaperoning. WCPSS requires this every year even if you were approved last year. For this trip, you must register by December 20, 2016. Please email Mrs. Retseck ([mretseck@wcpss.net](mailto:mretseck@wcpss.net)) once you have registered so we can make sure you have been approved.

### Are You Ready to Walk?

This is a good time to ask yourself are you ready to walk up to 8 miles a day? We need chaperones who can keep up with the group. If you have any serious health concerns, this trip may be difficult for you and we strongly suggest that you don't chaperone.

### Chaperone Groups

You will chaperone your child's group of friends that he/she chooses about three months before the trip. You may have a few students your child might not know and I will not change the groups. You may have up to 8 students if we have less chaperones going on the trip. I will know the exact group about 8 weeks before the trip and will inform all chaperones who will be in their groups. If I have two parents (ex. husband and wife) as chaperones, you may have up to 16 students to chaperone.

- Your group will travel together on the bus and at all locations.
- You may join with another chaperone group, but you are still responsible for your group.
- If you have any concerns with any child, please contact the child's teacher.
- All students will be wearing a lanyard during the entire group for easy identification of all the students. Chaperones will also wear lanyards.
- Chaperones will not be allowed just to monitor their own children.

## Hotel:

1. Rooming with another chaperone: \$150 extra charge. You may indicate a chaperone you would like to room with. We can also room you with a chaperone of our choice. Please indicate these preferences on the Google form when it's sent to you via email.
  2. Rooming alone: \$350.00 extra charge
  3. Room w/ just your child: \$150 extra. You will still be responsible for chaperoning other students.
  4. Room w/child and two other children: No extra charge if we have 4 to a room. Three to a room, there is a charge of \$50/person. Additionally, we must receive a letter from each of the student's parents giving such permission to do so. Everyone in the room must be of the same gender.
- We will arrive at the hotel around 10pm each evening. Once at the location, lead teachers will tell the students when lights are to be out and when breakfast will be served and when to board the bus.
  - Once you get to the hotel, please help us to get the students "moving". Moving quickly to the vending machines, getting settled, and acting respectfully and responsibly in the halls.
  - Once the "moving" decreases, you are officially off. You'll be exhausted and will welcome the sleep.
  - The teachers will check each room to make sure the right students are in the rooms and they will then "tape" them in.
  - The hotel has security guards, and they will monitor the hallways throughout the night. They will notify either us or Mr. Dobbin, our administrator on the trip, if there are any problems.

Breakfast is served in rotations such as Group A eats at 6:15am and Group B eats at 6:30am. Students need to keep to their scheduled time as the hotel needs to have enough food. We will rotate the group times the next morning.

- Students are responsible in setting their alarms and being at breakfast and at the bus on time. But to be honest, the students are going to be tired so please check if your group is up at least 15 minutes before their scheduled breakfast time. If they choose not to eat, we can't force them.
- Students need to return to their rooms if they have the earlier breakfast time and also make sure they are at the bus on time.
- Chaperones are expected to make sure their groups are at the busses on time. We will notify the time when everyone should be at the bus.

## Tour Stops

Sometimes the entire school or a set of busses are at the same area. Students may meet up with their other friends as long as you are able to see your group. We'll definitely let you know how you should monitor your group and more often than not, it's pretty easy at most locations to figure it out.

At other times such as Times Square, the museums, Rockefeller Center, etc. you'll need to be close by. These places are pretty busy so the students need to be in the right places at the right time.

We have tour escorts for each bus. The tour escorts are extremely knowledgeable. Please ask them anything you want to know. It is important to note that they walk very fast and you have to keep up. Please help the students get up to speed. Do not wander from the group. We don't need to lose any chaperones.

Most tour stops require security checks and some places do not allow certain items into the buildings. We will always inform the bus of special restrictions. We find it very easy to travel with a small stringy bag into these places because we can hold our wallets and phone chargers.

## Food

All of your food is included in the field trip fee except the last day breakfast (Monday morning). You do not have to eat with your group and your child probably would prefer to eat with their friends. Please join the other chaperones and enjoy some adult time ☺. Just make sure you have your group at the time and spot the lead teachers tell you.

## Google Form

Once we have confirmation (deposit) that you will be chaperoning, we will send you a Google form via email to complete. It will require the following:

- Contact information
- Food preference (We have menu choices for several of our meals.)
- Hotel preferences (ex. child rooming with you, another chaperone, etc.)

## Miscellaneous Items

- If your child takes medication, you will be responsible in holding it and administrating it. If you received Form 1702 from your child's arts teacher, don't complete it. It is only for children that don't have their parents attending.
- You are **not** allowed to administer medication to any student. Please don't make "secret" arrangements with parents to do so. The teachers are ultimately responsible for all of the students who don't have their parents as chaperones.
- All chaperones must attend the chaperone meeting on **April 4<sup>th</sup>** at 6pm in the HGMS cafetorium. We will go over last minute details, but we will not change your assigned chaperone groups.
- If your cell phone changes or email, please contact me immediately so we can update the records. We will contact you via email if there are any changes or extra information.
- If you choose not to chaperone, we may refund everything paid excluding the deposits before December 1st. We strongly suggest that you purchase trip insurance. Once tickets to shows, etc. are purchased we will not be able to refund that money. There are no refunds after March 1<sup>st</sup>. There are several options for trip insurance – one that will refund you 75% of the trip cost if you cancel for any reason, or one that will refund you the trip cost if you have a catastrophic event such as a major illness, loss of job, natural disaster, etc.
- The busses are charter busses with WiFi and a restroom at the back. You do not have to sit with your child and we are pretty sure they would like to sit with their friends.

We have extremely high expectations for all of our chaperones as we want all of our students to have a fun and safe time. **We have a huge responsibility in making sure everyone is taking care of when they are away from home.** We expect nothing less from our chaperones. Last trip's chaperones were the "cream of the crop". They had the best time and many of them want to do it again even when they don't have an 7<sup>th</sup>/8<sup>th</sup> grade child this year. We hope you can join us!

If you have any questions, please email us at any time.

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