Washington, DC

April 4 & 5, 2019

Chaperone Information

Thank you for volunteering to help chaperone our students on a planned overnight trip to Washington DC in April 2019. This will be a wonderful experience for the students and they are looking forward to it. Below is some of the preliminary information that will help you as a chaperone as we prepare for our trip.

**Trip Expectations:**

* You will be responsible for the group of students assigned to you—no more than 8 students.
* You will be expected to be on time and at all assigned locations with your group.
* Always follow the lead teacher’s directions.
* Please notify your assigned lead/ team teacher or Mr. Kowaleski, Mrs Cherry or Ms. Powell if you have any concerns.
* Never voice negative opinions/comments in the presence of the children.
* Always be positive and patient.
* Be flexible. Sometimes the location and times vary due to traffic, weather, etc.
* At all times be respectful to the lead teachers, tour directors, bus drivers, and tour guides.
* Ensure that your group shows respect in all situations. No running, climbing on memorials, or talking when they’re not supposed to. Please let the lead teacher know if you are having any issues immediately.
* You many not carry or consume alcohol or illegal drugs at any time during the trip.
* You may not have any firearms during the trip, even if you are certified.
* Please refrain from smoking cigarettes or vaping in the presence of the children.

If you are agreeable to the expectations stated above, and you are still interested in being a chaperone, please continue to read the remainder of this packet and the attached student packet for more details about the trip.

# **Chaperone Fee**

The chaperone fee is $225. Please refer to the additional costs regarding the hotel. Chaperone payments are due at the same time as the student payments. There is no need to send separate checks for combined payments. If submitting a combined payments please write “parent and child” in the memo line on the check. However it is preferable that you utilize the online payment option using the OSP account on the Daniels webpage. Refunds, less than the $25.00 non-refundable fee, can be requested no later than March 15, 2019. Please note that any refunds can take up to 5 weeks to be processed. If the option of making the payment online is chosen please submit a copy of the receipt to the team leader. Any payment sent in to the school with a check or cash, a copy of the receipt will be sent to you with your child.

**Payment Plan**

A payment schedule has been developed to help to ease the burden of parents and to make sure all payments needed by Holbrook Field trips are paid in a timely manner. Please follow the payment dates. You can make your payments by check, money order,cash or online on or before the due dates. You can always pay online before the due dates. There is a 4% fee for every online payment made.

Nonrefundable deposit of $25 was due by October 5, 2018.

Deposit Paid (\_\_\_\_\_\_\_\_\_\_)

1st Payment if deposit paid (\_$70\_) 1st payment if no deposit paid ( $95 )

or Full Payment (\_$225\_) due **November 9, 2018**

2nd Payment (\_\_\_$70\_\_\_\_\_) due **January 11, 2019**

3rd Payment (\_\_\_$60\_\_\_\_\_) due **March 8, 2019**

# **Volunteer Registration**

All interested chaperones must register at a WCPSS media center and be approved prior to chaperoning. The registration process is a Wake County requirement to be revisited and completed every year even if you were approved in prior years. In order to be considered for chaperone it is required that, your registration prior to February 1, 2019. Failure to register by the due date, will disqualify non registrants from chaperoning.

# **Are You Ready to Walk?**

This trip will require all adults and students to comfortably possess the ability to walk up to 8 miles per day. Persons with serious health concerns or any inability to meet this criteria would disqualify individuals from being a chaperone. For example, Arlington National Cemetery is a hike up a very steep hill and it will be impossible for persons unable to make all the stops to successfully chaperone a group of individuals are unable to keep up with the walking. There will be no alternative modes of transportation.

## **Chaperone Groups**

Parents will chaperone their child’s group of friends that is chosen approximately a month before the trip. Chaperoned groups may have students which were not originally chosen to be in the group and unfamiliar to others, this will not change the composition of the group. In the event that the desired number of chaperones is not met the number of students in a group may consist of 8 students or more. In the event that two parents (ex. husband and wife) register as chaperones, the chaperoned groups may consist of up to 16 students for the group.

* All groups will travel together on the bus and all located locations.
* In the event a group combines with another chaperone group, all chaperones will remain responsible for their assigned group.
* Any concerns with a child, please contact the lead teacher.
* All students will be wearing a lanyard during the entire trip for easy identification of all the students. Chaperones will also wear lanyards.
* Chaperones will not be allowed to just monitor their own children.
* For any reason there is a difficulty with your being assigned to chaperone a particular child, please state that “request” on the attached form.
* It is forbidden to take children out of the hotel to neighboring stores and restaurants.
* Although it is understood that you will have your own child to chaperone, your chaperone groups (including your child) will be announced at the chaperone meeting.

# **Hotel:**

* 1. Rooming with another chaperone: No extra charge. In the event there is no particular request made, roommates will be assigned.
	2. Rooming alone: $75.00 extra charge (chaperone fee: $225 + $75= $300)
	3. Room w/own child: $50 extra. Any chaperone requesting that their child room with them will still be responsible for chaperoning other students. All students may inform their team leader which other students they want to be with on the trip. (chaperone fee: $225 + $50= $275)

The entire group will be staying at one hotel; however, with no mixed gender floors.

* Arrival at the hotel will be at approximately 9pm. On arrival at the hotel, lead teachers will tell the students when lights are to be out, when breakfast will be served and when to board the bus.
* On arrival at the hotel, students will be required to move quickly if needing to access the vending machines, prior to getting settled. All individuals ae expected to act respectfully and responsibly in the halls at all times.
* When the students settle in all chaperones are officially off duty. It is anticipated that chaperones will be exhausted and will welcome the opportunity to sleep.
* Teachers will check each room to make sure the correct students are in their rooms and they will then “tape” them in.
* Security guards have been hired by Daniels Middle School and they will monitor the hallways throughout the night. They will notify team leaders and the administrator on the trip of any difficulties which arise.

Breakfast will be 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 time for food preparation. We will rotate the group times the following morning.

* Students are responsible to set their alarms, being at breakfast and at the bus on time. Students are going to be tired so please check if the group for which you are responsible is up at least 15 minutes before their scheduled breakfast time.
* Students need to return to their rooms if they have the earlier breakfast time and to ensure they are at the bus on time.
* Chaperones are expected to make sure their groups are at the buses on time. Adequate notice will be given the night before in order to ensure a timely arrival.

# **Tour Stops**

There will be times when the entire group or a set of buses will be in the same area. Students will be allowed to meet up with their friends whom are in other groups as long as, chaperones are able to see them. Places where groups may be together would include the memorials and at the buffet restaurant. Instructions as to the manner in which groups should be monitored will be disseminated in a timely fashion.

There will be instances, such as at the Museums, where closer supervision will be necessary as these places are usually extremely busy and crowded. It will be imperative that the students be in the correct places at the scheduled time.

We will have educational tour guides at all the memorials and on our busses while we are in DC. They will tell the students everything about the places we are at and drive by while on the bus. They will also ask students questions. The tour guides are extremely knowledgeable and chaperones and students may ask them anything they wish to know. It is important to note that they walk very fast and all are expected to keep up. Please help the students keep up with the guide and the group. No one should wander away from the group.

Most tour stops require security checks and some places do not allow certain items into the buildings. We will always be informed to boarding the bus of special restrictions.

# **Food**

All meals are included in the field trip fee except the first day lunch. There will be times when cash will be given for the purchase of a meal. Always allow the students to choose where they want to eat and sit. Groups will not be restricted to eating at the same place. Chaperones will not be required to eat with their group as students will probably prefer to eat with their friends. Please join the other chaperones and enjoy some adult time. However, please ensure that the group for which you are responsible is on time and where they are instructed to be after the meal.

## **Miscellaneous Items**

* Some students will be required to take medication, which chaperones will be responsible in holding and administrating.
* Chaperones 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 the students who don’t have their parents as chaperones.
* All chaperones must attend the chaperone meeting on Tuesday, March 12, 2019. All last-minute details will be reviewed. There will be any changes made to assigned chaperone groups. If you cannot attend this meeting, please review your decision to be a chaperone as there will be a lot of important information shared at the meeting.
* Persons who indicate their interest in being a chaperone and are approved by Wake County are asked to inform the lead teachers immediately if there is a change to their contact information (cell phone or email). This allows Daniels to make contact with you via email or phone if there are any changes or extra information.
* In the event that approved chaperones have for any reason determine that they are unable to fulfill that role, please contact the teacher leaders immediately to facilitate alternative arrangements for your assigned responsibilities.
* The buses are charter buses with WiFi and a restroom at the back. Chaperones will not be required to sit with their child/groups. Students will be allowed to sit with their friends when travelling on the buses as long as that friend/friends are on the same bus.

We have extremely high expectations for all chaperones and a fun and safe time is expected to be had by all participants. 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. Thank you for deciding to volunteer and we hope you are able to join us!

**Next steps:**

* Complete the attached form and send it in with your child by the first due date of November 9, 2018. Your child needs to give the form to their homeroom teacher.
* Submit your partial payment or full amount via online or send a check with your child by November 9, 2018.
* **REGISTER as a volunteer at any WCPSS public school.**

If approved as a chaperone, you will need to read your emails, respond in a timely manner, and read the chaperone text messages that are sent to you.

If you have any questions, please email one of the teachers named below at any time.

Mr. Richard Kowaleski Ms. Gena Cherry Ms. Martha Powell

rkowaleski@wcpss.net gcherry1@wcpss.net mpowell@wcpss.net

**KEEP THIS PACKET FOR REFERENCE.**

**CHAPERONE INTEREST/PARTICIPATION FORM**

**CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHAPERONE’S FULL NAME:**

**CELL #:** (This cell number is the number that will be used during the field trip. If it changes before DC, please notify a team leader immediately.)

**EMAIL:** (This email is the one will be used to contact you. Please use the email that you will have access to on a regular basis.)

**HOTEL ARRANGEMENTS: (Check the appropriate statement.)**

 I will room alone. I am aware that I will pay an additional $75.00 for this option. (chaperone fee: $225 + $75= $300)

 I will room with another chaperone of my choice. That other chaperone will be: . I do understand that if the other chaperone doesn’t attend, I will need to choose one of the other hotel arrangements. (Chaperone’s cost: $225.00 - no additional charge unless arrangements change)

 I will room with my child only. I am aware that I will pay an additional $50.00 for this option. (chaperone fee: $225+ $50= $275)

 I will room with another chaperone of the Team Leader’s choice. (Chaperone’s cost: $225 – no additional charge)

**SPECIAL REQUESTS:**

Please explain any special requests you may have (ex. I cannot chaperone this student (name); I would like to be on the bus with this chaperone (name), etc.)

I do understand that Mr. Kowaleski, Mrs. Cherry or Ms.Powell might not be able to grant my request(s).

Interested chaperones need to:

* Complete this form and submit it the team teacher by the first payment due date.
* Register as a volunteer by February 1, 2019 at any WCPSS public school. (No exceptions. You will be dropped as a chaperone and refunded the amount you paid minus the non-refundable deposit of $25.00. YOU HAVE TO RE- REGISTER EVERY YEAR!)
* Pay their child’s and chaperone’s fees by the child’s payment schedule.