

MMSC Day School Chaperone Expectations and Responsibilities

First and foremost thank you for your support and your interest in accompanying MMSC ECC students on their weekly trip to the boys and girls club. As a MMSC ECC chaperone you will play a vital role in maintaining a fun, safe, non competitive learning environment. The students are our greatest treasure, and our expectations are high in ensuring their well being and safety.

The classroom teachers from MMSC will assign to you a group of students to monitor and supervise during the duration of the field trip. These students should be under your direct supervision at all times throughout the field trip, both inside buildings and outdoors. Failure to supervise students not only takes away from the students' experience and the staff's ability to deliver the safest program possible, but also compromises each student's safety. Your help is needed to remind children to show respect to their MMSC guide and to be active listeners, and also to model what these behaviors look like. Your enthusiasm and encouragement can be a great motivator for our students.

Keep it about the children: While there are many reasons for adults to talk and share during the program, it is important for us to resist the urge to talk with one another. These trips are for the children and if we remember this, the focus can remain on them and making their trips a quality experience. If you need to discuss your child's school progress with a teacher, please set a time for a parent-teacher conference.

Cell Phones and Other Electronics: Within recent years, cell phones have become a necessity for most of us. However, they can be a distraction during your child's program. Please set your phone to vibrate or silent mode if you're required to carry your phone. The MMSC ECC staff asks that you do not answer calls. Pictures of individual students that are not your own child/children should not be taken. No pictures of students other than your personal child/children should be posted on the internet. iPods and other electronic devices distract from your supervisory expectations and therefore should not be used.

Candy and gum: Please refrain from eating or passing out candy and gum. Eating and the chewing of gum is discouraged during trips, and this presents a health risk due to possible allergic reactions.

Restroom Use: Individual students needing use of bathroom facilities during the program will be allowed to do so **only under the supervision of an adult chaperone**. Restroom use for all students will be allowed. Restroom facilities should be monitored by chaperones during group use.

Medication: At no time can chaperones dispense medication to a student. This includes non-prescription aspirin, allergy medicines and cough drops. If a student becomes sick, contact their teacher. Injuries deemed severe must be dealt with immediately. All efforts should be made to contact the lead teacher or school to determine the best way to handle the situation. Any injury, no matter how minor it may seem, must be reported to the student's classroom teacher so they may follow up with the student's family.

General Requirements and Policies: Chaperones must be 21, unless the parent of a child in this classroom. Chaperones must sign-in at MMSC office before leaving on the field trip. Only chaperones will be allowed to participate with ECC students during the field trip. Please make outside arrangements for the care of siblings. Chaperones should dress appropriately and modestly as outlined in the student handbook. Usage of the following is not allowed: profanity, tobacco products, or alcohol products. As a chaperone you represent MMSC Day School.

Thank you for your commitment to our students. Thank you for your interest in being a chaperone. We look forward to a continued relationship between you and our school.

MMSC ECC Team

MMSC ECC Field Trips to the Boys and Girls Club

I, _____, have read and understand the above expectations of MMSC ECC trip chaperone. I also understand that failure to comply with the expectations outlined by MMSC Day School may lead to my name being removed from consideration as a chaperone in the future.

Signature _____ Printed Name: _____ Date _____