

TFMS Music Program

Chaperone Guidelines & Instruction

(8/11)

Thank you for volunteering to chaperone. We are looking forward to a great event and your involvement is very important to the success of the event. Below are some general guidelines and instructions.

General

- Chaperones are responsible for students supervision at all times.
- You will be assigned a group of students.
- You will be provided cell phone numbers if appropriate for the event.
- Please be 15 minutes early for all scheduled events.
- You will verify that your assigned students are accounted for before, during and after each event.
- Students must always be with a Buddy.
- Please do not consume alcohol for the duration of the event.

Student Behavior

- Please review the Student Guidelines.
- If you observe inappropriate behavior, please remind students of the guidelines.
- Bring any disciplinary issues to Mr. Wenman's attention.

Medication

One person will be responsible for administering medication. Mr. Wenman will indicate who that person will be. Please do not administer any medication to students unless instructed by Mr. Wenman.

Bus/Motor Coach

- Monitor coach behavior and correct as appropriate.
- Ensure that students in your group are on the coach at designated boarding times.
- Help maintain a clean coach and use of garbage bags .
- Instructions, announcements, time and location to return should be given before disembarking.

Mr. Wenman will be responsible for:

- Announcements/changes regarding the schedule.
- Total Headcount each time the bus is loaded.
- Student Discipline as required.

Thank You!