

## **Daytime Only Chaperone Checklist:**

1. Training: Recognizing and Reporting Child Abuse and Neglect
  - a. By School- sign the reporting form
  - b. Online- send the certificate into the school:  
<http://www.montgomeryschoolsmd.org/childabuseandneglect/>
2. Disclosure Form turned into the school

## **Parent Chaperone Expectations**

More than anything, your job is to help us to ensure that the 6th graders learn, have fun and are safe during their Outdoor Education experience. Follow the rules that THEY are expected to follow, and adhere to the structures below. REMEMBER, Outdoor Education is SCHOOL and ALL SCHOOL RULES APPLY!

### **Overview of Parent Volunteer Responsibilities**

- Spend the night in dorms with the students
- Monitor students during their “down times” inside their dorms and outside
- Maintain order in the dorms
- Eat at student meal tables, interact with students, & model good manners
- Participate in or monitor recreational activities as requested
- Go to dorms between activities to supervise students
- Help students follow the shower schedule
- Load and unload luggage buses
- Hike in to the site with the students
- Share your own talents and expertise
- Check in with the school ORGANIZER and Chaperone Supervisor regularly!

### **Reminders: Schedule related responsibilities-**

1. While in the dorms, students should not run, climb across the top of bunks, yell, or be unsupervised. No student is allowed to have food, medicine, electronic devices, or weapons.
2. Parent volunteers are expected to attend and assist in instructional activities. Check the activities list for the time and location of each

activity. You will be expected to participate in a variety of the instructional activities.

3. Supervise students in sleeping quarters and dining hall and help them establish respect for others, cooperation in use of facilities, and proper care of building and grounds.

### **Reminders: Dorm related responsibilities**

1. Upon arrival at the site, help students get unpacked and settled in their dorms.
2. Check the schedule for cabin time for the students. Whenever the students are in the cabin, a high school assistant and/or parent volunteer must be present.
3. Closely supervise and go over check list for cabin clean up. Lead students in cleaning up and putting away their belongings neatly as they go.
4. Students are not allowed to go in to dorms other than the one they have been assigned to.

### **Things to keep in mind when working with 6th Graders:**

- Be aware of their welfare and sensitive to the adjustments 6th graders have to make to an entirely new and novel situation. Remember what it was like for YOU to go to Outdoor Ed! (if you went)
- Be sure 6th graders understand Outdoor Ed rules, health and safety regulations, and table manners. Follow these rules and regulations yourself.
- Be agreeable and firm, not bossy and “naggy”. Make only reasonable requests and expect them to be granted graciously and promptly.
- Remember that you are not the disciplinarian for the students. If a behavior problem arises, do not try to resolve it on your own. Seek the help of school staff.
- Be with your 6th graders or know where they are at all times except during your specified break periods.
- Help them to feel that they belong at Outdoor Ed. Enjoy their Outdoor Ed experience with them. Enter into their fun and joy of adventure. If you do not enjoy things, the 6th graders will not enjoy doing them with you.
- Watch the shift of friendships within the group and see that no one gets hurt or left out.
- Enforce “lights out” time and go to bed at the same time as the 6th graders.

- Help to create a desire for good table etiquette and good manners. Sit with a group of 6th graders and set the pace for eating by guiding the conversation toward less noise and confusion.
- Help 6th graders become acquainted with other 6th graders in your group as soon as possible. They should leave the Outdoor Education knowing many new people.

**When in doubt, seek the help of a staff member!**

**Overnight Chaperone Checklist:** complete this checklist even if you are going during the day and staying overnight

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2. Disclosure Form turned into the school
3. Fingerprinting- let school know when it is completed
  - a. MCPS Office of Human Resources and Development (free)
  - b. American Identity Solutions, Inc. (\$20.00 with form)

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