

PREUCIL SCHOOL OF MUSIC EASTERN GERMANY & CZECH REP

CHAPERONE RESPONSIBILITIES

FAMILY CAPTAINS:

1. You are ultimately responsible for ensuring your "family" is properly chaperoned at all times.
2. On the trip, **carry a notebook at all times** to write down and pass along to your "family" information regarding bus times, rehearsals, performances, sightseeing, room check, meal times, etc. (or use your phone).
3. **At each departure, check with your family chaperones to make sure all students are on board.**
4. **Report any roommate, medical and/or discipline problems** to Sonja, Sharon or MCI escort.
5. Be responsible for **carrying and dispensing over-the-counter medications as needed** per Student Medical Form: (Tylenol, Pepto Bismol, Benadryl, Ibuprofen, Antiseptic Cream, Midol, Tums, Cortisone Cream). Preucil School will supply the items.

ALL CHAPERONES:

1. All chaperones are expected to **enforce the trip rules** for all their charges, including their own children.
2. **Get to know members of your "family"** as well as possible in the next few weeks so you can be more effective in your role as chaperone. Be sensitive to individual students as we travel, and respond if you see signs of homesickness, isolation, or nerves.
3. **Carry a notebook at all times** to write down details you need to pass along to your students (or use your phone).
4. Be willing to **hold passports and extra money/bank cards** for your students.
5. **Check in your students at North Campus & at the Airport for departure** from & to the US (details to follow).
6. **Each morning, check that your chaperone group is up and getting ready.** Ensure that your students arrive on time for meals, rehearsals, concerts, bus, and sightseeing.
7. **At EACH departure on the Tour, check to see that your chaperone group is present. Ask each student to show you their passport/money/etc. in neck wallet or money belt at EACH departure.** The best way to do that is to ask your students to report to you when they get to the meeting place and before boarding the bus (wait outside the bus until all your students are on board).
8. **Before boarding the bus at each gathering/departure, notify your family captain when all your group is accounted for.**
9. When you are the chaperone in charge, **you are responsible for knowing the whereabouts of all students you've agreed to care for.** Make sure they go in groups, write down where they are going, how long they expect to be gone, what they are wearing (or take of picture of them), and remind them of the next mandatory engagement: meal, bus, concert, or sightseeing time.
10. **Check your chaperone group's room(s) at curfew.** Make sure they are in their room(s) and know the schedule for the next day. Enter the room and talk with the students for a few minutes each night. Check for homesickness, ask about money issues and their day. (If you've developed a positive relationship with your students, it will be much easier to deal with any little problems that arise.) Ask to see passports and money.
11. Stay with the group during group events (or arrange for someone else to cover your students) and put the needs of your students first throughout the trip.
12. Work together to determine chaperone assignments daily. Offer to be responsible for each others' students occasionally so everyone gets a break. **JUST MAKE SURE YOUR STUDENTS KNOW WHO THEY ARE SUPPOSED TO CHECK IN AND OUT WITH, AND HAVE A SYSTEM FOR DOING THIS!**
13. Even when you aren't in charge, be responsive to any need of any student that might arise - medical, emotional, or appropriate guidance.
14. Upon checkout from hotel, **check your chaperone group's room(s) to be sure nothing is left behind and ask students to turn in key and pay any bills.** Ask to see passports in neck wallets/money belts the NIGHT BEFORE RETURN TO US so any issues can be dealt with before the morning of departure.
15. Report any roommate issues to family captain. All changes must be cleared through the head chaperones (Sonja, Lisa & Doug).
16. Report medical or discipline problems to Sonja, Lisa, Doug or Sharon.
17. Although our students are generally well-behaved, be aware of the possibilities of tobacco or alcohol use and sexual misconduct. We are not trying to "catch" students, but at the same time, we want to maintain the integrity of the trip for those who follow the student code and are disturbed by serious misbehavior, and we want to uphold parents' trust and the honor of Preucil School.
18. Please use discretion about your consumption of alcohol when you are with students.