



# CHAPERONE GUIDELINES

Walden Green Montessori  
Field Trips + Excursions

Dear Chaperones:

Walden Green would like to thank you for your time to volunteer for the upcoming class trip. This adventure gives everyone an opportunity to learn and have fun. To ensure an enjoyable and safe experience for all, please review the guidelines below. If any chaperone has difficulty with a student, please discuss the problem with a Walden Green staff member in a timely manner.

## Chaperone Guidelines:

1. Identify the students in your group and introduce yourself.
2. Follow any itinerary provided with punctuality.
3. Drive cautiously at all times. Ask for silence in the vehicle if needed. Students need to wear a seatbelt and keep their hands/feet inside the vehicle at all times.
4. Discuss a possible meeting place in case the group becomes separated.
5. Ensure that students in your assigned group stay with you and discourage students from wandering off alone. Employ a "buddy system," especially while using restrooms.
6. Please make certain the students follow school rules and behavioral expectations by being safe, respectful, and responsible.
7. Students should walk facing forward and not run, jump, climb or slide on objects, railings, stairways, fences, etc.
8. Encourage students to keep hands, feet and objects to themselves to prevent any interruptions, damage, or harm to anyone/thing.
9. Chaperones are asked to refrain from cell phone usage so that they are fully attentive to the students in their groups.
10. Chaperones are asked to refrain from smoking/vaping during school trips.
11. Staff and chaperones are not responsible for monitoring individual spending money.
12. If needed, call Walden Green for behavioral issues or emergencies.