

PREUCIL SCHOOL OF MUSIC THE BALTICS TOUR 2017
CHAPERONE RESPONSIBILITIES

#5

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.
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.
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 in The Baltics, 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 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.

CHAPERONE CHECKLIST FOR DEPARTURE AND RETURN

#6

1. Bus to Chicago: Arrive at Preucil School North Campus at 7:00am (Chaperones at 6:50) for 7:30 coach departure.
2. Pick up small hotel itineraries and extra yarn from Phyllis/Doug
3. Give each student:
 - a. Hotel itinerary to put in neck wallet/money belt
 - b. Yarn for their luggage if it is missing
4. Make sure each of your students is wearing:
 - a. Passport (in neck wallet OR money belt UNDER clothes)
 - b. Money/ATM or Credit Card/Phone Card (in neck wallet/money belt)
 - c. Watch or Other Device to Tell Time
 - d. Trip T-shirt as the outer garment
5. Check to be sure personal item carry-on is **small and loosely filled**. **Everything, including purse, must be in the carry-on.** Make sure each of your students has in their carry-on:
 - a. Notebook
 - b. Pen or pencil
 - c. Triplopedia
6. Check luggage, instrument, and carry-on for:
 - a. Name tag with name exactly as on passport
 - b. Colored yarn
7. Notes for Chaperones:

Chaperone Changes

Ingrid Philibert (to 6/24) Beth Henning (6/25-27)

- < Caroline Gianola
- < Cassie Kaminsky
- < Esme Rummelhart
- < Annalise Rummelhart

Phyllis Chang/Jean Littlejohn-Bus to IC (Captain)

- < Lauren Aird
- < Maria Cross
- < Ella Wolle
- < Meleah Chang

Land-Only

Linda Judiesch
Kathy Cross

Depart 6/25

Ingrid Philibert

Depart at O'Hare

Phyllis Chang
Meleah Chang

8. Walk through airport and board plane with your chaperone group. (Notify Phyllis/Doug when your chaperone group is present for boarding and at landing. Phyllis, hand group over to Jean in Chicago)
9. When plane lands, gather chaperone group and help gather other students so whole group can move together through airport. If you are at the front, check to see that the group is together when walking long distances, climbing stairs or using elevator/escalator, taking bus or train between terminals, etc. Stop periodically and wait until all are together before proceeding, if necessary.

Thanks for your help in making this a great trip for all!!!