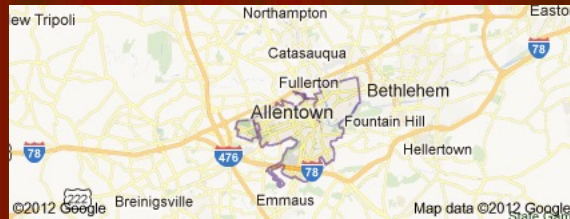


SHJO Chaperone Training

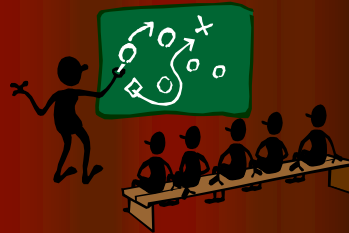


June 2012 Trip to Allentown, PA

1

Goals of the Orientation


- Review the rules, policies, procedures and leadership principles of the SHJO trip
- Examine safety guidelines for students, boosters, chaperones and staff
- Share tried-and-true tips on chaperoning
- Analyze the trip itinerary and the specific needs for each day



2

Balance of Parenting Style

(strict vs. flexible)





(Err on the side of health and safety)

3

General Trip Rules

- No smoking at any time.
- No alcoholic beverages or drugs at any time.
- Curfews as stated in the itinerary will be in effect in the hotel.
- Lights out will be strictly observed.
- Use of hotel phones is prohibited.
- SHJO members must stay in their assigned rooms.



4

General Trip Rules

- SHJO members will be considerate and respectful of chaperones, other SHJO members and other hotel guests at all times.
- SHJO members will refrain from conduct and language that might cause embarrassment to a chaperone or SHJO member.
- Any room found damaged in any way will be the responsibility of ALL members sharing the room.
- Items missing from a room will also be the responsibility of ALL room members.

5

General Trip Rules

- SHJO members may not leave the hotel or any portion of the trip without the knowledge and consent of their chaperone.
- A parent or chaperone must accompany the student who is leaving.
- SHJO members who leave the trip must be accompanied by their legal parent or guardian and must submit a written note releasing the SHJO Booster Organization from any responsibility specifying the date and time of the departure.

6

General Trip Rules

- SHJO members will not entertain visitors at the hotel without prior knowledge and consent of their chaperone.
- Room checks will be made by the chaperones.
- SHJO members may not enter the room of anyone of the opposite sex at any time for any reason.
- SHJO members may be sent home at the parents' expense for violation of any rule.

7

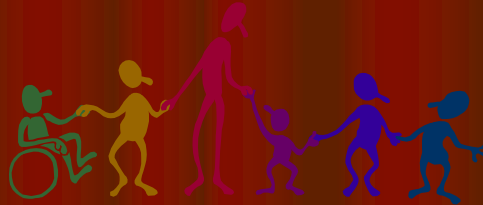
Automatic Expulsion

- Smoking
- Drinking/drugs
- Curfew/lights-out violation
- Being AWOL
- Entering a room other than their own



8

Chaperone Responsibilities



Understand the philosophy of the trip and carry out these responsibilities with the welfare of the students as the prime consideration.

9

Chaperoning with “Love”

- Treat all students as if they are your own.
- Praise them when they do well.
- Maintain a high standard of manners, behavior and attitudes.
- If you observe rule infractions, misbehavior or safety violations, try to resolve the problem quickly and quietly.
- Be calm and act with dignity when resolving conflicts.
- Temper your corrections with love and understanding.

10

Chaperone Philosophy



- Treat this trip as a **working vacation**, but understand you will get less sleep or relaxation than a normal family vacation.
- Approach chaperone responsibilities as an **advisor** rather than a disciplinarian.
- Enjoy the kids!

11

Chaperone Duties

- Know where your assigned students are at all times. (No exceptions!)
- Assist in group control on the bus, in restaurants, restrooms, at hotel and on tours.
- Step in if a chaperone is not present or needs assistance with an assigned duty or supervision.
- Help load and unload instruments (truck).
- Monitor the cleanliness of the bus, restaurant and all restrooms.
- Provide a helpful hand whenever needed.

12

Important Chaperone Concept: *Be Consistent!*

- The policies are for **EVERYONE**.
- Do not ask for exceptions!
- Avoid the temptation of offering special treatment for your group in which all SHJO members cannot participate.
- Adhere to ALL rules, but **be flexible**, anticipate the need for **PLAN B** or new directions, and stay with the group.

13

Plan B

- Understand and embrace the concept that the schedule and other plans are subject to change at anytime.
- Course corrections are OK.
- “Go with the flow!”
- Help the students understand that the goals and welfare of the entire group govern most trip decisions.



14

Chaperone Duties

- Take attendance or assist bus captain roll call.
- Monitor observance of all safety rules and pedestrian/traffic laws.
- Assist students by giving reminders of concert dress requirements, bus and activity schedule, and other needs (bring your instrument, etc.).
- The names of SHJO students who do not respond to instructions, who are disrespectful or need repetitive correction must be reported to the Mr. and Mrs. Fox.

15

What To Do: Behavior Problem

- Solve the problem as inconspicuously as possible without embarrassment to you, the student or the group.
- Remind him/her of the rule.
- Tell him/her to stop or change the behavior.
- If necessary, explain the rule.
- Do not become involved in an argument or justification of the rule with the student.
- NEVER touch or physically restrain a student.
- Notify the Foxes about all rule infractions.

16

Overall Leadership



- Medical concerns should be brought to one of the Directors immediately.
- Final decisions on the trip will be made by Paul and Donna Fox. Concerns need to be discussed in private with the Foxes.

17

Hotel

- Two keys per room will be issued to the chaperones.
- All keys remain with the adults.
- Throughout our stay in the hotel, monitor the noise level of your group and reinforce the need for closing doors quietly, keeping voices low, and getting a good night's sleep.
- Supervise the proper use of hotel facilities and the elevators.
- Keep boys on boys floor and girls on girls floor.

18

Hotel

A stylized black silhouette of a person wearing a hat, holding a large magnifying glass and looking at it. The background is a dark red gradient with a wavy bottom edge.

- At check-in, inspect the hotel rooms paying close attention to any previous damage or missing articles. Report problems immediately to the hotel desk and the Foxes.
- Check the TV set to be sure adult channels have been disconnected.
- Check the air conditioning and drains in the tub, toilet and sink.

19

Hotel

- Make sure there are sufficient towels and pillows in the rooms for the occupants. Call housekeeping if necessary.
- Review the fire directions and exits with your group. Count the steps and the doors to the nearest exit and walk them through the process.
- Attend the chaperone meeting each night (usually just before room check).
- Check your assigned rooms for reasonable order.

20

Hotel

- Visit with your students to discuss the next day's plans, dress, carry-on bags, etc.
- Listen to any gripes, confusion or concerns from the students. (But, don't make promises.)
- Say *good night* to each student at room check.
- In the morning, chaperones must go into the rooms to awaken students. (Do not "assume" that they are up. Make several calls to be sure.)

21

When Things Go Bump in the Night

- In case of medical emergency at night, students should open their hotel door and call out to the hall chaperone on duty.
- Be aware of fears and concerns of the younger members (darkness, strange places, storms, etc.).



22

Night Shift

- Chaperones may be asked to serve one or more hall shifts overnight (usually no more than 2-3 hours a night).
- The purpose of hall duty is to protect the musicians from outsiders, and to be available for illness, etc.
- Chaperones have a responsibility of preventing the formation of false rumors and insuring the safety and proper behavior of all students.


23

Must do's

- Keep itinerary with you at all times.
- Chaperones hold students' room keys.
- Chaperones hold students' meal stipends and advise students about meal purchases.
- Fill and bring your water bottle daily.
- Apply sun screen and wear hats and sun glasses when appropriate.
- Wear the prescribed dress.
- Bring all necessary equipment.
- Eat, sleep, make music and be merry!

24

No, no's



- Slamming doors
- Running in halls
- Playing with the elevators
- Making musical and unmusical sounds in the hotel
- Doing our own thing
- Being alone (not with a buddy)
- Arriving tardy
- Not saying *please* and *thank you*

25

The Company Line on **Valuables**

- Don't bring any unnecessary valuables!
- We're not responsible!
- Mark your name on all possessions.
- Secure an instrument appraisal and insurance.
- Don't leave money in your room.
- Hold on to your own instrument.
- Chaperones will keep food stipends for all students.
- The bus company is not responsible nor will it replace your valuables if they are stolen.

26

Instrument and Accessories

- Carry instrument, bow, mouth piece, mutes, spare strings, rosin, reeds, oil, etc.
- Bring folding stand with name on all detachable parts.
- Pack your own SHJO folio with all music.



27

Food

- All SHJO members, chaperones and directors will eat three meals a day. There will be no exceptions!
- Anyone feeling too ill to eat should be reported immediately to the Foxes.
- Drink LOTS of water. It is never necessary, however, to consume an entire super-size (64 ounce) soft drink.


28



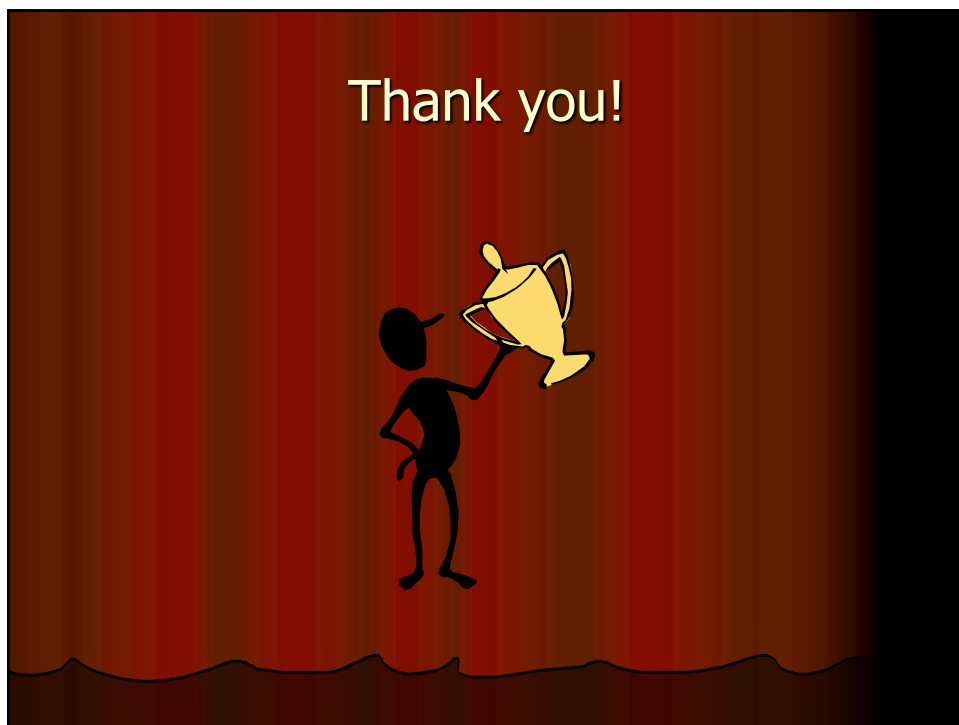
29

First Things First

- Call your students' parents.
- Arrange to meet them in person next week at the required meeting.
- Learn their names.
- Establish a rapport with the parents and students.



30



31