

***PLEASE DISTRIBUTE TO ALL CHAPERONES TRAVELLING***

**KALEIDOSCOPE ADVENTURES, INC.**

***CHAPERONE GUIDELINES***

**Adults who agree to assume responsibilities as chaperone while traveling with Kaleidoscope Adventures are asked to follow the guidelines set forth below.**

- 1. Chaperones are expected to support the Trip Sponsor or Director at all times, in all decisions and policies. Discussions regarding any decision which has been made, or which is to be made, must be held with the Sponsor/Director in private and not within hearing distance of the students.**
- 2. Chaperones will stay with the group or groups assigned by the Sponsor/Director at all times during the course of the trip, unless the students are given free time at an attraction.**
- 3. Chaperones are expected to be on time at any report time during the day.**
- 4. Chaperones will be expected to put the needs of the students and Sponsor/Director ahead of personal preferences during the trip.**
- 5. Chaperones should enjoy the students and have fun with them while maintaining necessary respect and discipline.**
- 6. No student will be allowed to stay at the hotel alone. If a student is ill, and cannot participate in the activities of the day, a chaperone must be willing to stay with the student if asked by the Sponsor/Director.**
- 7. There will be no tolerance for students smoking or drinking alcoholic beverages. Chaperones are asked not to drink alcoholic beverages in the presence of students, and to avoid smoking in close proximity to the group.**
- 8. Chaperones will be expected to assist in supervising students in pool area, in the hallways and the lobby of the hotel as requested by Sponsor/Director. Chaperones must be present when students are swimming!**

**\*Note: Please see Hotel Information and Guidelines for a more complete explanation of chaperones' duties in the hotel.**

- 9. There will be no tolerance for vandalism or improper behavior on the part of students.**