



# Chaperone Guide

Chaperones, your job is to keep children safe, encouraging them to learn, and most of all, have fun!

Here are guidelines and Museum rules to help you along your field trip.

Please note: SCM Staff will be on hand to answer any questions that may arise during your field trip!

## Guidelines to make your visit successful:

- Stay with the students assigned to you; know their names and make sure they know who YOU are.
- Help your students learn and explore!
- Please supervise and interact with your students throughout the entire trip.
- Encourage your students to pick up after themselves.
- Remind students to keep their shoes on throughout the Museum.
- There are cubbies located near the Art Room – please direct students to put their jackets/sweaters, etc. in these cubbies.
- Please refrain from using cell phones while chaperoning your field trip (except for emergencies).

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## Other Important Information:

- **First Aid:** Basic First Aid supplies (and Lost and Found items) are at the Museum front desk. Contact a Museum staff member for assistance – look for pink t-shirts or an SCM logo!
- **Safety:** In the event that a child is separated from the group, please notify a Museum employee. We will aid you in locating the misplaced child.
- **SCM Store/Lobby:** Children must be supervised by their chaperones in order to enter the SCM store or play with the Giant Lite Brite in the SCM Lobby.
- **Lunches:** Your field trip may have reserved our Party Room for a 30 minute lunch. If not, there is plenty of grass and a picnic table for your use.

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## Students in My Group (Ratio is a minimum of 1 Chaperone to a maximum of 5 Students):

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Date of Field Trip: \_\_\_\_\_

Time: \_\_\_\_\_