

## **Blue Ridge Tours, Inc.**

*“Where travel dreams come true.”*

PHONE: (864) 834-5604 P.O. Box 128 Travelers Rest SC.29690 FAX: (864) 834-7104

### **Chaperone Guidelines**

Chaperones are a vital asset to a school trip due to the many important roles that they serve. These roles include:

**Inspiration:** Your attitude sets the tone, and all students will take their enthusiasm cues from you. Inspire student travelers by expressing interest in your destination, listening to the tour leader, and asking engaging questions. Your positive attitude will make all the difference when their energy begins to flag. Choose to motivate, not deflate!

**Guardian:** Your top priority as a chaperone is student safety. Keep your designated group of students together while touring and conduct frequent headcounts. We recommend chaperones to space themselves in the front, middle and rear of group.

**Disciplinarian:** Maintaining discipline and control is the responsibility of the chaperone. One of the primary purposes of this trip is education. We ask the cooperation of the chaperones in keeping the students quiet when the tour leader is giving commentary or instructions.

**Time Manager:** We pack our trips with fun and engaging activities. It is critical that we stay on schedule to see it all! Chaperones greatly assist the trip by keeping the group together (including the slower walkers) and gathering the students at the designated meeting spot on time. Additionally, encouraging students to quickly find their seats on the bus is a great help.

## Benefits of being a chaperone

**1. Learn Something! :** Students aren't the only ones who learn on educational trips, so do the chaperones! Even if you are an expert on the trip topic, you will inevitably learn and experience something new, whether it is from the tour leader's commentary or noticing something you hadn't observed before. Traveling can often be the fastest way to learn.

**2. New Perspective:** It can be very rewarding to view your destination through the students' perspective, to see their eyes open to new experiences, to see what inspires them, and what engages them most. It is also rewarding to share your perspective with students, who may have a more distant memory or experience of an event that deeply impacted your life. For example, your recollection of where you were on 9/11/01 or John F. Kennedy's assassination can offer valuable insight and perspective for a student who may not have first-hand memories of the event.

**3. Promote Lifelong Learning:** Learning doesn't stop when you leave the classroom. As a chaperone, you inspire students to become lifelong learners. Your enthusiasm and engaging questions speak volumes about continuing to grow and learn regardless of your age.

**4. Get Involved:** Demonstrate a personal interest in what students are learning and in the development of the students themselves. Since this is an important stage of their personal development, your presence on a trip will help shape students' minds and instill values of leadership. You are an active role model and can have a lasting positive impact

**5. Discounted Trip:** Being a chaperone allows you to see a destination for a substantially lower price than you could see traveling on your own. In addition, your tour leader will share stories, information, and other hidden places that you may overlook otherwise.

### Additional tour specific recommendations:

- Please ask the students to refrain from use of the rest room on the coach except in emergencies.
- Be aware of their motor coach number and make sure your students are aware too! Several coaches from the same company may be in the city at the same time.
- Anytime the students are off the coach, it is important that they know how long the stop will last and where to meet the group.
- Students should never go anywhere on the tour by themselves. Make sure students have a designated travel partner.
- When your group arrives at the hotel, we recommend asking students to stay seated on the motor coach while the tour leader and group leader register and receive the keys. Chaperones and several students can assist the driver in unloading luggage during this time.
- Before giving out hotel keys and releasing the students to their rooms, station chaperones in the lobby and on the floor to help direct students and manage voice volume.
- Once students are in their rooms, instruct them to inspect their rooms for damages. If there is anything wrong, it should be reported to their chaperone and subsequently to the tour leader. This will prevent your students from being charged for something they did not do.
- Remind students that they must be considerate of other hotels guests. Students should refrain from loud talking in the hallways, slamming doors, and pounding on walls.
- On the morning of check out, check all rooms thoroughly for damages before dismissing the students to the motor coach. Check for broken beds, missing towels or other damages. If anything is missing from a room after check out, all occupants will be held responsible.