

# Chaperone Instructions

Thanks for volunteering to help with band practice!

- Please wear your nametag so students, staff, and others can recognize you.
- Chaperones are **mandatory reporters**: It is a crime to observe evidence of child abuse or neglect and fail to report it promptly.
- Chaperones should never be alone with a student out of sight of other chaperones or staff. If you must escort a student to the restroom, for example, bring another chaperone or have the student bring a buddy.

**SET UP: First Shift Chaperones** park at the band room loading dock (always a challenge), then meet in the band room near the hall to the loading dock. There is a storage room just inside the band room to the left from the loading dock entrance where we are allowed to keep our supplies.

**Other chaperone shifts** go directly to the chaperone station near the base of the wooden tower overlooking Pride Field (E lot), at the top of the stairs to D lot. On occasion we may be in the stadium, just inside the gate. During indoor practice or inclement weather the station will be in the Fine Arts hall near the band room, or near wherever the students are (main gym, auxiliary gym, or theatre).

**GEAR:** One of the First Shift chaperones will take the 2 first aid bins, 3-4 orange buckets, a bag of clean white cloths, some small orange cones, at least 4 chairs, and a large bag or bin of cups out to the chaperone station using their car. Make sure the parking lot barricade is in place, and block off 4 parking spaces at the top of the stairs with the orange cones. A couple of other chaperones will take 3 large blue water coolers and two smaller yellow coolers to get ice and water. A truck or SUV is best for this. Ask Mr. Palmer for directions and the key to the ice machine room, and remember to return it to him before the end of practice. If you arrive and the gear is already gone, go directly to the chaperone station. Do not leave your car at the loading dock.

**WATER & ICE:** Fill 3 blue jugs 2/3 full of water and top off with ice. Fill one yellow jug with ice only for first aid use. Fill the second yellow jug with ice and water for the cold cloths. Always close the lid of the ice machine and return any scoops to where you found them.

**OUR JOB:** is to take care of the students so that the staff can instruct. Do not distract the staff. Keep noise down and listen to hear when they are being given a water break. The water gets warm & the trees drop debris into the cups if we fill cups too early. **To prevent cross-contamination, make sure any used cup or bottle is several inches below the spout of the jug when refilling containers.** Monitor water levels and refill as needed. [Notify Karen @ 404-915-0455 if you run out of cups or trash bags.] Always watch to see if any students fall out and assist as needed. Soak some cloths in the small ice water jug. Place used cloths in a plastic bag or orange bucket. If anything more than a cool cloth or cup of water is needed, ask for the student's name and compare it to our confidential list of health concerns inside the lid of the kit. Please protect this personal information. [Contact information for our First Aid Coordinator is also inside the lid. Notify them if the kit needs any supplies replaced.] If we give any medication or use any consumables from the kit, we record the *date, time, student's name, and treatment* in the notebook in the kit. Try to get the students back out on the field, or have them call a parent to come get them.

**EMERGENCIES:** **For any serious situation, call 911.** Emergency information and permission to treat forms for all students are stored on a tablet computer and in a binder in the band director's office. If you do call 911, have someone inform a band director and obtain a copy of the student's blanket permission form to give to the responders.

**CLEAN UP:** Encourage the **students to place their trash in the trash cans**. Do not make a show of picking up after them. Walton Band students pick up after themselves. When the trash cans get full please remove the liner, tie it closed, and carry it to the nearest trash dumpster. The trash cans at the field almost always have trash mixed in and must be emptied into TRASH dumpsters, not recycling bins. Place a new liner in the can.

**PACK UP:** Leave PRIDE field cleaner than you found it. At the end of practice, **pour any remaining ice and water into the sewer drain\*** between the 1st & 2nd bench. **DO NOT** dump water down the hill, it makes a dangerous mess. Dry the insides of all the jugs with a clean white cloth and store the jugs with the lids ajar to prevent mildew. One chaperone needs to take home any used cloths and return them washed, dried, and folded. Ensure lids are secure on trash cans. All chaperone gear must be returned to the storage room and packed away as pictured. Any borrowed keys must be returned!



Extra Garbage Bags

Stow all gear under the carpeted shelf and to the left of this support post

Bin for Clean White Cloths

Box for Cups

Two First Aid Bins

Smaller Battery & Pit First Aid Kits (for when they rehearse separately)

Chairs

Blue Jugs (lids ajar)

Orange Buckets with sunscreen & insect repellent (additional buckets to the left)

Yellow Jugs (lids ajar)

**The Chaperne Station** – parking a tall vehicle across the ends of the spaces blocks the late afternoon sun.



**\*The Drain**

Blue Jugs on **benches**, ready to hold cups of water.

