

Welcome to Chaperone Training!

2018-19

Chaperone VPs:
Fay Bourgeois & Edie Alcott

- ✓ Please initial the Contact List to verify that your information is correct or add your info if it isn't there
- ✓ Please fill out a Hold Harmless Agreement, including DOB and DL#/State
- ✓ Have a seat and we'll start soon!

Chaperoning 101

- Chaperoning is mostly common sense, but there are rules and guidelines we need to follow
- If you're not sure, ask a Chaperone VP
- The band directors are in charge. We support. Students know what they need to do, we sometimes help remind them.
- Many of the details here are for football games. But the general principles are the same for all events
- Always remember what our big picture responsibilities are and you'll do fine

Chaperone Responsibilities

- All Students Accounted For
- Student Safety
- Student Health
- Student Behavior...somewhat. Especially items above.
- Be good ambassadors. We are representing the Cinco Ranch High School Marching Band.
- Support the Band Directors in any way we can. They are in charge

A Day In The Life

- We meet in the hallway outside the band hall 30 minutes before buses leave.
- Check students onto buses
- Ride buses to event
- Chaperone the event
- Check students back onto buses. No one left behind
- Ride buses back to school
- Leave the buses at least as clean as we found them
- Go home with a feeling of pride and accomplishment

Before the Event

- We will email a reminder a few days before the event. Please respond to confirm that you will be there
- Wear maroon shirt, wear comfortable shoes. Bring rain gear, sunscreen, warm clothing if needed
- Meet in the hallway outside the band hall at the time specified in the email.
- Have your cell phone with you during the event. Have chaperone VP phone numbers in it.
- Chaperone Meeting – Instructions, changes to the normal routine, bus assignments, restroom assignments, designate a medic
- When the band is ready, we move to the buses.

Load 'em up, move 'em out

- Typically two Chaperones per bus (one will be designated Bus Captain)
- Bus Captains get to the bus before students (with clipboard). Put magnet on bus.
- Bus Captains check students onto the bus using the bus list. Repeat name back to student if they give you a last name or a number
- Students do not enter bus until Bus Captain is ready to check them on. Once a student is checked in and on the bus, they don't get off the bus.
- Students cannot switch buses. If they aren't on your list, they don't ride your bus.
- Student Bus Captains load equipment under the bus and secure the storage doors. They will be last to get on the bus. Truck Loading Crew may also be late to get on the bus
- Once everyone is on, take the magnet off, hop on the bus.
- Bus Rules: No PDA, no standing, no hanging anything out the window, nothing in the back window of the bus
- Bus Drivers is in charge on the bus, (student safety is most important though)

Arrival At The Game

- Band Directors give instructions to Chaperone VPs
- Bus Captains will meet briefly at Bus 3 with Chaperone VPs to get instructions, then go back and tell your students. Non Bus Captains stay on bus with students.
- Loading crew and Student Bus Captains get off first. They can almost always be let off immediately unless we have weather. Everyone else waits to be released.
- Non bus captains accompany the band into the stadium and do any set up needed
- Medic always goes with the students
- Bus Captains stay with the buses until all students are off the bus. Do a quick sweep of the bus.
- Remember your (actual) bus number so you can find the bus later. Don't leave the magnet on the bus, but you can put it on the clipboard in the front window.
- The specifics may vary at contests, parades, or other events, but most of the principles are the same

During The Game

- Spread out so that all areas of the band are chaperoned
- We get a break during the halftime show. Otherwise, stay with the band. No concession stand, no visiting friends, no wandering. Chaperone all students, not just your own. Eyes on the band more than eyes on the game. Not a free football ticket.
- Only band personnel in the band area. No talking to students at the back railing. Remind them that students are being graded.
- There will be coolers of water and pitchers throughout the stands. Fill up pitchers to quickly refill student water jugs. When refilling jugs, only refill half way, but they can get more
- Restroom duty – hold uniform jackets for students (make sure they know the number), make sure students aren't camping in the restroom. Watch for eating in the restrooms.
- Restroom visits – Students need to ask before they go. Tell students to wait if there is a line at the restroom or if most of their section is at the restroom.
- Any medical situations must be referred to the Medic, because they must be logged and we need parental permission for any medicine. The medic will also inform a Chaperone VP
- A student can only leave early if they have been pre-approved by a Director. Parents must sign out their student with a Chaperone VP
- Encore is a part of the band. Treat them exactly like the rest of the band. Same rules.

Show Time!

- A few minutes before halftime, the band will start moving towards the field
- When the band is in full uniform, some Chaperones go with the band and will be responsible for plumes in hats (small hands, wear gloves). Plume pranks abound.
- The other Chaperones will stay in the stands to refill water jugs
- Enjoy the show, rest, have a drink/snack, use the restroom. This is our break time. It's ok to eat, visit friends, etc. Return before the band returns
- Chaperones will de-plume (same group as before - again, please use gloves)
- Watch for students not feeling well when coming off of the field – refer them to the medic immediately if needed.

The Home Stretch

- 4th Quarter – clean up
- No students to restroom after the game clock hits 5 minutes in 4th quarter
- When the game ends, Bus Captains need to be first back to the bus. Put magnetic bus sign on bus.
- Other chaperones check stands for trash and scan for left items. Accompany the students back to the buses
- Bus captains check students onto buses. Same rules as before. You'll probably be waiting on loading crew
- Don't forget to take down bus magnet
- When nearing CRHS, pass a trash bag back (it's in the clipboard) and tell students to clean up. If you don't think they cleaned up, you can go check.
- Bus captains last to leave the bus, do one last sweep for trash and items left on bus
- Return clipboard and badge
- Trash goes in the dumpster or in the trash can in the hall.

Chaperone Guidelines

DO

- Wear something maroon (preferably CRHS logo) and tennis shoes
- Wear your Chaperone ID badge
- Have your cell phone with you
- Be a good role model. Be positive
- Show respect to other band programs
- Stay with the band at all times
- Stay hydrated and fueled
- Be flexible and have fun

DON'T

- DO NOT give out medicine to students – all medication must be administered by the on-duty Medic
- Don't treat your child differently than any other student. You are responsible for all band members equally
- Do not share a student's private information, do not gossip
- Don't allow a student to leave. Refer them/their parent to a Chaperone VP for sign-out.
- No food in stands. Chaperones included (except during halftime)

In Closing

- Remember our primary responsibilities: All students safe, healthy, and accounted for
- Treat the students like you would expect another Chaperone to treat your child
- Enjoy this. It's an opportunity to see a lot of special moments.
- Thank you!!



Before You Leave Tonight

Please put Chaperone VP phone numbers in your phone

-- **Fay Bourgeois – 713-828-1022**

-- **Edie Alcott – 832-998-4300**

Fill out and sign Hold Harmless Agreement. Include DOB and DL# if you haven't Raptored in this school year

Initial the Contact List to confirm your info is correct. Correct if necessary or add your info if you aren't on the list.

If we don't have a badge for you, we need to get a picture of you for your badge. Please email a head shot to fbourgeois@comcast.net