



ARBORLAND MONTESSORI INFANT - 8TH GRADE PRIVATE SCHOOLS

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Arborland Montessori Children's Academy

Field Trip Chaperone Quick Reference

Thank you for volunteering!

Your role is to help keep students safe while ensuring everyone has an enjoyable learning experience.

Your Responsibilities

- ☐ Stay with your assigned group at all times.
- ☐ Count your students frequently:
 - Before leaving each location
 - After restroom breaks
 - Before boarding the bus
 - Anytime the group changes locations
- ☐ Know each student's name.
- ☐ Follow directions from Arborland staff.

Safety First

Please remind students to:

- Walk at all times.
- Stay with the group.
- Listen the first time directions are given.
- Use respectful words and actions.
- Respect exhibits, equipment, and other visitors.

NEVER allow students to:

- Wander away from the group.
- Visit the restroom without informing a teacher.
- Leave with anyone other than an Arborland staff member or their parent (if authorized).

Restroom Procedures

- Notify a teacher before taking students to the restroom.
- Escort your entire group whenever possible.
- Wait outside the restroom while students use the facilities.
- Count students before leaving.

If a Student Is Missing

1. Stay calm.
2. Keep the rest of your group together.
3. Contact the nearest Arborland teacher immediately.
4. Do **not** search alone unless directed by school staff.

If a Student Is Injured or Becomes Ill

- Stay with the student.
- Notify an Arborland teacher immediately.
- Do not administer medication unless directed by school staff.

Cell Phone & Photography

- Keep your phone available for emergencies.
- Limit personal phone use while supervising students.
- Please do not post photos of other students on social media or share them without permission.

Be a Positive Role Model

- Encourage curiosity and kindness.
- Promote independence while ensuring safety.
- Praise good choices.
- Have fun and enjoy the experience!

Important Reminders

- ✓ Student safety is always our highest priority.
- ✓ If you are unsure about anything, ask an Arborland teacher.
- ✓ Thank you for helping make this a safe, fun, and memorable learning experience for our students!

I understand and agree to the above responsibilities of a Parent Chaperone to Arborland's field trip to Irvine Regional Park on Friday, October 9, 2026..

Chaperone Name: _____

Chaperone Signature: _____ Date: _____