

April 26, 2019

Dear Chaperones,

Thank you so much for offering to chaperone our upcoming field trip to Clark Planetarium. We will be taking Frontrunner to and from the planetarium. In order to ensure a safe and fun trip for everyone, we wanted to provide you with some guidelines.

- For the safety of our students, please guarantee that the students you have been asked to chaperone are always with you and that you can always see them. Even if students are with a buddy, please do not allow them to go somewhere on their own. If students need to use the restroom, please escort them and wait outside the bathroom or stall if appropriate.
- On the train, please sit near the students you are responsible for, if possible next to or across from them. During the short walk from the train station to the planetarium, please keep the students you have been asked to chaperone with you.
- On the field trip we are all representing our school. If students are misbehaving or acting in a way that is not acceptable at the place visiting, please kindly redirect them. Do not allow students to run up and down the aisles of the train or to wander around. They should be sitting with their pockets on the seat, feet off the seats.
- We will not be the only people on the train. If needed please remind students to leave other's things alone and talk with a quiet, school appropriate voice.

Again, we want to thank you for your willingness to help make our field trip a success. Without you, we would not be able to attend as many field trips as we have. As a chaperone, students are expected to treat you with respect and grace and courtesy. Please help by respectfully redirecting them as needed. You are a vital part of our MMA community and we appreciate all you do.

Sincerely Yours

MMA Lower Elementary Team