

# CHAPERONE POLICY

Due Date: \_\_\_\_\_

**Instructions** - Each adult must be accounted for. PRINT their names in the box(es) to the right- please include all teachers first, then parents. Additional badges for Special Needs Aides will be provided upon check-in at the museum.

School: \_\_\_\_\_ Group #: \_\_\_\_\_ Field Trip Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Discovery Center is a unique interactive student experience and is not open to the general public.

In order to protect this special learning environment, we strictly enforce our chaperone policy.

1. The teacher will assign **one** adult to accompany each group of students in the Discovery Center for a maximum of **three per class**. *This includes the teacher*. No additional adults will be permitted inside except Special Needs Aides, employed by the district. Advance notice of special needs aides is required.
2. Paid admission to the Museum does **not** include the Discovery Center. If additional parents pay to come to tour the library, they will not be granted entrance to the Discovery Center.
3. Discovery Center chaperones silently observe, but do not participate in the simulation. Our staff of credentialed teachers will guide the students through the experience and will handle student discipline if needed.
4. Chaperones must accompany and support our volunteer docents during guided museum tours. Students must stay together and remain quiet while in the Museum. Chaperones may not leave the group or take students away from the group.
5. Chaperones must supervise students during lunch and accompany students to the restroom. Chaperones are not permitted to take students to the Reagan Café or Pub; students are to remain in the designated lunch area only.
6. Chaperones must check with the teacher about pre-scheduled gift shop time. They are not to take students to the gift shop if it has not been scheduled in advance and if it is not on the schedule for the day.
7. Chaperones may photograph students in the Discovery Center provided it is not distracting.

**As the coordinating teacher, I will ensure that each adult coming to the Ronald Reagan Presidential Library on the day of our trip is aware of the policies above.** \_\_\_\_\_ (initials)

**Please call the Discovery Center 2 weeks before your visit to receive your Group #.**

**Group #** \_\_\_\_\_  
**Oval:** \_\_\_\_\_  
**Command:** \_\_\_\_\_  
**Press:** \_\_\_\_\_  
Special Needs Aides? Yes\_\_\_\_ No\_\_\_\_ If yes, how many? \_\_\_\_\_

**Group #** \_\_\_\_\_  
**Oval:** \_\_\_\_\_  
**Command:** \_\_\_\_\_  
**Press:** \_\_\_\_\_  
Special Needs Aides? Yes\_\_\_\_ No\_\_\_\_ If yes, how many? \_\_\_\_\_

**Group #** \_\_\_\_\_  
**Oval:** \_\_\_\_\_  
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Special Needs Aides? Yes\_\_\_\_ No\_\_\_\_ If yes, how many? \_\_\_\_\_

**Group #** \_\_\_\_\_  
**Oval:** \_\_\_\_\_  
**Command:** \_\_\_\_\_  
**Press:** \_\_\_\_\_  
Special Needs Aides? Yes\_\_\_\_ No\_\_\_\_ If yes, how many? \_\_\_\_\_