

Parent/Chaperone Field Trip Planner

Congratulations! You have been invited to participate in your child's field trip!

This guide will help you be prepared to enjoy the day.

Date: _____	Field Trip To: _____	Photo ID required: _____
Check in time at School: _____	Departure time: _____	Return time to school: _____
Transportation: _____	Car Driver: Important information below.	
Teacher's Name and phone number: _____		
Tour Group Number Assigned: _____		
Tour Company Emergency # 410-268-7601		
Itinerary: _____		
Meal time and location: _____		
Notes: _____		

In addition to the requirements of your school, this trip requires you to be available to assist the teacher, students and the guides who have been planning this special day.

Here are some things you should be aware of to help us provide a fun, safe learning experience!

- **Schedule:** Be on time! You do not want to be a burden to the teacher or delay the start of the day.
- **Transportation:** If you are not travelling on the bus with the school, you must not follow the bus! ***Special directions are available for you to leave 30 minutes earlier, park, then regroup with the arriving buses.*** Ask your teacher for this before your field trip date.
- **Cell Phones:** If you carry one, share the number with the teacher if requested, but **put it on vibrate** while on tour. Use it only in emergencies.

- **Photo ID:** If your itinerary includes a visit to the Maryland State House or USNA, a government issued Photo ID (driver's license) will be required. No exceptions.
- **Dress Code:** Dress for weather! We go rain or shine. Umbrellas and rain gear are allowed. Wear comfortable shoes, no sandals please – sidewalks are uneven. Sunscreen and shading hats are recommended in the warmer weather; gloves, warm hats, and layers in colder weather.
- **Backpacks:** Though they are allowed, adults will need to open all packs, purses and containers at specific checkpoints. Travel light, but smart. Children carry their own supplies.
- **What NOT to bring:** pen knives, weapons, music, video games, cigarettes, candy or gum.
- **Cameras:** Guides will allow time and locations for Photo Ops, and remind you of restricted areas for photos.
- **Bathrooms:** There are limited areas for bathroom and water fountain breaks, but guides will always make time to stop where they are available.
- **Food and drink:** is not allowed on the tour per request of the State House and USNA. Hydrate on the bus! Lunch or breaks are scheduled in by the teacher on the itinerary. If a cruise is on your itinerary, you may eat your brown bag lunch on board. There are also snacks and drinks available for purchase for approximately \$2 each.
- **Group:** Know your head count and your group. Stay with them at all times. Never allow a student to wander away. A missing student **MUST** get reported to the guide and other adults immediately. Your guide also carries an emergency phone and can call for assistance.
- **Behavior:** Stay to the rear of the group while on tour to allow the children to be close to the guide, and to help in maintaining the group together. Student behavior is expected to be the same as in school. A simple encouragement may help to keep things in line.
- **Itinerary:** has been carefully planned by the teacher. Please do not try to change it for your individual group.
- **Privacy Policy:** The tour company, Watermark, has a strict Privacy Policy for the safety of your children. Information about your day must come from the teacher and/or school only.
- **Participate!** You will enjoy and learn so much, and the children will love having you enjoy and share their experience.
- **Review:** your day with the teacher. This information is very valuable to all of us.

If you have any questions, try to ask your teacher before the date of your tour! We look forward to having your school with us on their field trip.

Group Tour Department, Watermark