



## Chaperone/Adult Traveler Agreement – New York Tour March 11-15, 2023

*\*Please sign one copy and keep the other for your reference.*

**Due Monday, Feb. 20**

Name: \_\_\_\_\_ Group: \_\_\_\_\_

ASSIGNED ROLE:

Day Group Leader      Night Chaperone      Chaperone/Family Follower

We are excited to have you join us for our **March 2023 New York Tour**. All adult travelers are required to complete the live scan background check and are considered chaperones on this trip, even if they registered as family followers. This allows Day Groups to split up into smaller groups without any confusion over who is permitted to be responsible for students and who is not. However, our primary chaperones are the Day Group Leader and Night Chaperones, and all group members need to report to these individuals. Chaperones and family followers will receive **one free commemorative tour sweatshirt from FCLYO** (in addition to the festival t-shirt) for helping us out!

*Note: "Performers" refers to FCLYO members on this performance trip.*

**Please email [fclyo@foothillchristian.org](mailto:fclyo@foothillchristian.org) immediately if you have any questions or concerns.**

1. **PARTICIPATION:** Day Group Leaders are registered with Super Holiday Tours and **agree to participate in all scheduled events** on our itinerary, including return flights and including events still to be determined.
2. **DAY GROUP LEADERS:** Group leaders will **stay with their assigned day groups** from the moment we meet at the airport until all students are checked out with the director at the end of trip. Each group will consist of **one primary group leader** plus additional adults and student performers. Please remember that FCLYO has students from many different schools, so you may have some students in your group that you do not know, and it is very important that they all feel included! **Day Group Leaders will be provided with email addresses and phone numbers for all members of the group in order to contact group members before the trip to make plans.**

3. **NIGHT CHAPERONES (HOTEL):** Performers in each day group will be assigned rooms by the director. In general, 4th-6th graders are required to have an adult in the room, and 7th-12th graders will have a chaperone in a room nearby. Based on the needs of the group, night chaperones will either be 1. Assigned to a room with a group of younger students or 2. Assigned to a nearby room (either a single or double with another adult roommate) and will do night checks and wakeup calls for rooms of older students. Group leaders **agree to enforce the designated curfews** each night and make sure all students are in their rooms by the listed times. We will be requesting a block of rooms close to each other for each day group, but this is never guaranteed.
4. **ADDITIONAL RESPONSIBILITIES:** Day Group Leaders and Night Chaperones agree to follow the itinerary, listen to instructions, support the director at all times, and maintain a positive attitude. Group leaders will need to make sure their groups have a meetup plan at all times and may not allow any performers to leave the group (including with their own parents) without a meetup plan. If there is an issue with behavior or a medical problem, please call Ms. Knight immediately.
5. **BACKGROUND CHECK:** All group leaders and other adult travelers must have an active live scan background check on file with Foothill Christian School. Everyone who traveled with FCLYO on past tours has already completed this, and we have been in email contact with everyone else.
6. **NEW! CHAPERONE MEDIA POLICY:** Chaperones must be aware that some students have photo and media restrictions; this means that their parents/guardians have formally requested that they not be photographed at school or school activities. Do not post photos of students on your personal social media. Please send any photos or videos you take during the trip to the director. FCLYO reserves the right to post photos and videos on our designated orchestra accounts only.
7. **NEW! SUBSTANCE POLICY:** In accordance with Foothill Christian School policy, before or during the trip, chaperones: a. May not use or possess alcohol or other drugs; b. May not use or possess tobacco; and c. May not administer any medications, prescription or non-prescription, to students.

I understand and agree to abide by all the requirements as listed above.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_