

Chaperone Responsibilities

Teachers / Group Leaders:

Please distribute copies of this sheet to the chaperones.

A wonderful field trip experience requires the leadership of dedicated parents and chaperones. Chaperones are expected to take an active role during the exhibit exploration, as well as supervise behavior and follow schedules. All guests are expected to adhere to WonderWorks code of conduct:

- ✓ **Know which students are your responsibility. Take frequent head counts to be sure you haven't left anyone behind. If a student is missing, please notify a team member immediately.**
- ✓ **Students must stay with their assigned chaperones at all times throughout the trip.**
- ✓ **You will be greeted on your bus; please do not unload until that time. Small groups (25 or less) will be greeted in the lobby inside of WonderWorks.**
- ✓ **No food or drink is permitted in the exhibit area.**
- ✓ **Please lead your group to the lunchroom at the scheduled time or when directed to do so.**
- ✓ **You may be asked to assist in facilitating lunchtime.**
- ✓ **Running is not permitted anywhere in the building.**

We invite you to use the exhibits actively, but with respect. Disruptive behavior, vandalism, misuse of exhibits or the building is not welcome and will not be tolerated. Guests who present a danger to other guests and to WonderWorks will be promptly removed from the building without refund.



Gift Shop Policy

Please help keep our store neat by following the rules below:

- ✓ **Only 15 students in the gift shop at one time. (1/5 ratio approx.)**
- ✓ **Students must be with their chaperone during their stay in the gift shop.**
- ✓ **Store Policy – if you break it, you buy it – USE CAUTION.**
- ✓ **Students must get assistance from their chaperones for the bulk candy.**
- ✓ **Chaperone must stand by the register to approve all student purchases.**
- ✓ **Students must keep all receipts during their time at WonderWorks.**
- ✓ **Store Policy – No Refunds – Only store credit with receipts.**

