



Chaperone Checklist

Festival du Voyageur Canada Life School Program

Thank you for taking the time to participate in a field trip to the Festival du Voyageur Canada Life School program! As a chaperone, you play an integral role in helping to enrich this experience. We want to make your role easier with these helpful tips. Have fun!

If a student is lost or injured, please notify any Festival du Voyageur Staff, who are wearing yellow smocks or historic costumes. They will then alert Festival du Voyageur’s Administration.

Students in my Group:

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

- My group will meet for lunch at _____AM/PM
Location: _____
- My group will meet to get on the bus at _____AM/PM
Exit: Main Entrance_____Service Entrance _____
- Our first workshop of the day is at _____AM/PM
Location: _____
- Our second workshop of the day is at _____AM/PM
Location: _____
- Our third workshop of the day is at _____AM/PM
Location: _____

Name of Teacher: _____ Teacher’s cell#: _____

Name of other Chaperones in my Group: _____

Please note that students, teachers, and chaperones who do not “Mind their Festival manners” (next page) may be asked to leave or may be escorted from Voyageur Park. This can jeopardize eligibility for future visits.



Parking and Where to meet

The school buses will receive instructions on how to drop off and where to park. If arriving independently, you may park on St. Joseph Street or the streets around Voyageur Park. Then, head to the main entrance of Voyageur Park to locate your group. If they have not yet arrived, you must wait at the main entrance.

Before the trip, ask the teacher to:

- Explain behavioural expectations for the students, especially those in your group.
- Clarify any times and locations where you will meet the rest of the class during the trip (such as lunchtime and your workshops). This information can be recorded on the previous page.

During the trip, be sure to:

- Stay with your group. **Students must be chaperoned at all times.**
- Review "Minding your Festival manners" (below) with your group.
- Make a list of the names of the students in your group, this information can be recorded on the previous page.
- **Carry your cellphone** and ensure that the teacher has your number and obtains theirs.
- Ensure you have a copy of the Voyageur Park Map (the teacher should have a copy, and it is available on our website at www.heho.ca) and identify the washrooms for the students.
- Have fun and explore what the Festival has to offer!

Minding your Festival Manners

- Above all, we care for the safety of your students.
- Help us care for the Festival site by not littering. Please use the garbage and recycling bins provided.
- The snow sculptures and walls are beautiful works of art, and our sculptors worked very hard to create them. Do not climb on them.
- Please do not disturb scheduled presentations or activities in progress.
- Do listen to any instructions given by the Festival staff. If they tell you to stop doing something, there's a good reason!
- Be careful on the slides, and wear the helmets provided.
- Take care around the horses. They are strong animals, and they don't like surprises!
- We know it's really tempting, but no snowballs!
- It is the responsibility of teachers, and not the staff and/or volunteers of Festival du Voyageur, to maintain DISCIPLINE and supervise their group(s.)
- We encourage teachers and chaperones to model active listening, to silence cell phones, and to take necessary phone calls or conversations with other adults outside and away from the students while programs are in progress. This will ensure an excellent experience for your students.