To: LMS Staff and parents/visitors attending as chaperones

From: Mark Crawford

Subject: Guidelines for all field trips

Date: Thursday, October 5, 2017

I need to ensure there is clarity in important safety protocols. This list is not comprehensive, but addresses areas I feel need to be crystal clear. I plan to cover most of these topics with the children on the bus(es) prior to departure. Anything in this memo that is unclear, please come and talk to me about. Teachers, please help me to get copies of this to all non-employee chaperones.

1. As Montessori students, staff and parents, we must show respect to ourselves, others, and our environment at all times. We collectively represent Laramie Montessori School.

2. All students must ride on the bus to the field trip venue.

3. Students can be checked out for transportation purposes by their legal guardians after the event, but they must sign a waiver that I will have on each bus. Parents can only take their own child, unless written permission and awareness is planned out ahead of time with the teacher and the office.

4. **Bathroom protocol**: A buddy system must be followed. Students should not use bathroom facilities by themselves. Parent and significant others attending as chaperones cannot take children to the restroom, unless it is their own child.

5. **Freedom within limits**: Older students who have permission to explore within reasonably limits, inside the field trip venue, must always observe a buddy system and be responsible and punctual with this freedom.