

Chaperone Responsibilities

Dear Chaperone:

Thank you for choosing to spend time with students at `Imiloa Astronomy Center. Your assistance is greatly appreciated! Being a chaperone provides an opportunity for you to enjoy the center, but carries with it responsibility for your assigned students during their visit. Your role is to help students learn from and value their experiences at `Imiloa and to see that their field trip runs smoothly.

To ensure that your students and other visitors enjoy a quality experience at `Imiloa, please:

- Go over plans with the lead teacher to be sure that you understand the goals of the field trip, as well as student behavior expectations and consequences.
- Be sure that your name tag and “Chaperone” badge are visible. Students must also wear name tags.
- Your most important duty is to stay with students assigned to you at all times. Keep your group together while moving through the Center. You may find it helpful to make a written list of students in your group.
- Focus students on the educational purpose of their visit by asking questions and getting them involved. If students have worksheets to complete, be sure that they use clipboards and pencils (not pens). Please do not use an exhibit panel as a writing surface. Clipboards are available at `Imiloa.
- Be sure that students use the restroom and drink water before entering the Exhibit Hall and Planetarium. If a student must exit the hall or theater, he/she must be accompanied by the lead teacher (you should stay with your group). NOTE: Anyone who leaves the Planetarium show cannot come back in.
- Accompany your students in the `Imiloa store, and please enter one group at a time. Students are welcome to shop, but must be supervised.
- Supervise student behavior. Be sure that students respect all people and property in `Imiloa. Students should: walk (not run), talk quietly, not litter, turn off cell phones and other electronic devices, keep food (including gum and candy) and beverages out of the Center, touch exhibits gently (if they are touchable), remove wheels from Heelys shoes, and not sit or climb on exhibits.
- Take action to resolve disruptive behavior immediately with the help of your lead teacher. `Imiloa reserves the right to ask a student to leave the Center if inappropriate behavior persists.
- Call on your lead teacher or `Imiloa staff and volunteers if you have questions or need assistance.

Enjoy your visit at `Imiloa! Mahalo nui loa for serving as a chaperone.