Chaperone Guidelines (these are general guidelines for all chaperones)

Required Background Checks

- All chaperones have to be fingerprinted by Fulton County Schools at the Milton Center, 86 School Drive, Alpharetta, GA. Appointment times and days have not been established yet. This information will be provided at a later time. **No walk-ins accepted.**
- There is a fee due of $40 for printing which has to be in the form of a money order or cashier's check made payable to: Fulton County Schools. **No Cash, no credit cards, no debit cards, or personal checks accepted**.

Folders / Evals / Keys

- Before departure please return folders along with completed evals (use staff names - mapboard if you need help - our only source of feedback) and your keys to your lead staff. $5 for each lost key.

Discipline

- Please be responsible for your student at all times (classes, meals, and free time).
- NO SWIMMING AT ANYTIME (free time or otherwise, student or adult)!
- During classes, please assist instructors with discipline problems that arise.
- Feel free to ask questions, but please do not answer questions posed to students.

Emergencies & Phones

- Manager lives off-site, but one of the two lead staff are "on call" for emergencies.
- In case of minor injuries, we have first aid materials. Students must be accompanied by adults who will administer the supplies. See staff for assistance if necessary.
- IN CASE OF AN EMERGENCY, DIAL 911 FROM ANY PHONE (phones located in suites, offices, dining hall). If the situation needs and ambulance, call first, then find a Jekyll employee.
- In case of a fire alarm, please move all students from the building and congregate at the flagpoles by the dining hall.

Weather

- We go rain or shine! Please help make sure students are prepared.
- In cases of lightning only, we'll have arrangements to bring classes indoors.
- Classes can be fun in the rain, remember the students will get their attitudes from us.

Classes

- The bell rings a couple of minutes before class. Be at meeting spots on time.
- Shirts and shoes must be worn AT ALL TIMES. NO FLIP-FLOPS outside of rooms.
- Boots are available for marsh, please clean and return to shelf after each class.
- Please refrain from smoking during classes. Designated area on other side of 300 building.
- Please do not use cell phones during class, place on silence or vibrate mode.