



Letter to Parent/Guardian Chaperones

**Thank you for volunteering to be a Parent / Guardian Chaperone for the Grade 6
Calgary Police Discovery Centre field trip!**

Your Role as a Chaperone:

- Your support as a chaperone during this exciting day is important to the overall success and enjoyment of the day for the students attending.
- Before your scheduled visit to the Calgary Police Discovery Centre, your child's teacher will have assigned you to a small group to assist during the day. These groups are labeled as K9, or HAWC. Please be sure to be aware of which group you will be supporting.

Please stay with your assigned group during the day:

- Upon your arrival to the Calgary Police Discovery Centre, all students will be meeting in one of the Calgary Police Discovery Centre's Crime Labs (classrooms). After an introduction, the smaller groups will break off and rotate through a number of stations throughout the day. Please ensure that you follow your group and remain with them for the day.
- Leading students to the washrooms: When students need to use the washroom, we ask that Chaperones lead students to the washroom and lead them back to their group.

Engage with the students, but please do not take away from their experience:

- During the day, **your role is to support, engage, and manage the behaviour and focus of students in your group.** A Calgary Police Discovery Centre Educator will be leading your group through the program and will provide classroom management, but your support is appreciated.
- We enjoy thoughtful and respectful contributions from parents during the day, but we kindly ask that you allow students to fully participate and ask questions under the guidance of the Calgary Police Discovery Centre staff.

Provide supervision during the lunch break:

- There will be a 30-minute lunch break mid-day. We kindly ask that the Chaperones eat lunch with the class, and continue to provide support by taking students on bathroom runs before the end of lunch.

Please pack your own lunch/bring coffee.:

- We are a secure facility. You will be unable to leave the building for coffee or lunch, as the building is locked for security reasons, and you may not be able to get back in. Please come prepared with your lunch and coffee before arriving at the Calgary Police Discovery Centre.

Role-Modelling:

- Please be a good role model; **this includes not talking to other parents while teaching is taking place and keeping cell phones tucked away.**

Arriving at Calgary Police Discovery Centre

If you are planning on parking at Calgary Police Discovery Centre, you must inform the teacher prior to attending. This way the teacher can inform the Program Coordinator of how many vehicles will be parking in the lot throughout the day.

The front door is locked for security reasons, so a Calgary Police Discovery Centre staff member will need to let you in.

Staff will be present at the approximate arrival time of your child's bus. If you are late or there is no staff person available, please call our front desk at **403-428-4530**, or ring the doorbell.

If you have any questions or concerns about our programs please contact Breanna Shorter, Bookings and Analytics Coordinator, at 403-428-8397 or bshorter@calgarypolice.ca.

Thank you again, and we look forward to seeing you when you come to the Calgary Police Discovery Centre!

Best regards,

Paige Wilford
School Program Coordinator
pwilford@calgarypolice.ca OR 403-428-8587