

# SPRINGFIELD/ST. LOUIS

## TOUR PROCEDURES AND BEHAVIOR GUIDELINES

### I. INTRODUCTION

As your tour director, I would like to personally welcome you to this year's tour. Our tour has been organized as a total educational experience. I am sure that each student is getting anxious to experience first-hand all the famous sites and planned social activities listed in the first letter you received.

Because of the responsibility the chaperones and I have undertaken, the following common sense rules and procedures must be followed in order to maximize the enjoyment and insure the safety and well being of each tour participant. Minor infractions will be dealt with on an individual basis. Major infractions such as possession or use of alcohol or non-prescribed drugs, leaving assigned room after curfew, refusal to obey chaperone's instructions will result in an immediate phone call home and the possibility of being sent home immediately in the best interest of the participant and the total tour program. (Note! A refund will not be given if arrangements are made with the family and the student is sent home prior to the conclusion of the tour.)

### II. GENERAL RULES

- A. Directions of chaperones, driver-guides, and tour guides are to be followed without question or complaint.
- B. Tour participants are to act in a pleasant, courteous, respectful, and mature manner.
- C. Smoking, use of drugs, drinking, use of vulgar or profane language is not permitted.
- D. Fireworks, lighters, matches, knives, water pistols, etc. are not to be brought or purchased on the trip or they will be taken from you and not returned.
- E. Always know your driver's and guide's names, coach company, coach number and **when** and **where** you are to meet your assigned motor coach. Participants are expected to be on time at all times.
- F. Participants must tour each site on the daily itinerary. No one will be allowed to remain on the bus after we have arrived at our destination, unless special circumstances exist. (illness or injury)

### III. SPECIFIC RULES

#### A. ON THE BUS

- 1. Take a small carry-on with your camera and other items you may need. The driver will not unload luggage for you to claim an item in your suitcase.
- 2. The driver will advise students about food and drinks on board. All drivers are wary of chewing gum and dairy products such as ice cream.
- 3. Keep the bus neat. The driver will have a garbage bag.
- 4. For your own safety, remain seated. If you are standing in the aisle or kneeling on your seat talking to the person behind you, a sudden stop could result in an injury.

5. **Do not** take flash pictures in the bus as this presents a danger to the driver.
6. Talk in a “normal” tone. Yelling is magnified many times on a bus and can be very aggravating for the driver, who has the safety of all participants as his/her main concern.

#### **B. WHILE SIGHTSEEING**

1. You are not to leave a guided tour for any reason without permission from a chaperone.
2. Even with permission, never leave the group (i.e. go to washroom, get a drink of water, etc) without at least one other tour member with you.
3. If separated from the group, follow procedures established by our Travel Agency (Note! A card with specific directions will be provided to all students the first day of the trip.) This card will be attached to a lanyard, which should be displayed at all times during the trip, except at the theme park.
4. When a guide is talking, you are to be attentive and quiet. While all the information may not be an interest to you, please be respectful to those who are interested. This is a sign of maturity. Additionally, guides tend to do “little extras” for groups that respond more positively to them.
5. No headphones while sightseeing.

#### **C. WHILE AT THE HOTEL**

1. As we are not the only guests, loud talking, banging loudly on room doors, running in halls, misuse of phones, room service, or elevators will not be permitted.
2. You will not be allowed to leave your assigned room for any reason after the evening curfew is set. Your door will be taped. Should the tape be broken, you and the members of your room may be sent home.
3. Phones in your room may be used for calls with phone cards or collect calls. Calls from room to room are permitted before curfew. Misuse of phones may result in the phones being shut off by the hotel.
4. Cell phones – Students may bring cell phones on the trip. Cell phones may be used at the hotel and possibly on the bus. They should be silenced while touring in Springfield. Should a phone ring while touring, it will be taken by a chaperone and returned after the tour.
5. Chaperones will have cell phones and phone numbers will be given to parents. The hotel phone number will be given to parents prior to the trip.
6. Boys and girls are not allowed in each others rooms.

#### **D. WHILE AT RESTAURANTS**

1. No loud talking, pushing, shoving, etc. is allowed.
2. Wait in a single line unless instructed otherwise.
3. Take only the food you are entitled to and do not take any food you do not intend to eat.
4. Display your best manners.

## **IV. MISCELLANEOUS**

### **A. CLOTHING**

1. Check the internet or the weather channel for weather updates in Springfield/St. Louis a few days before we go, so as to get an idea of the high/low temperatures and whether any precipitation is expected.
2. Dress should be comfortable but neat.
3. No clothing depicting, referring to or implying directly or by innuendo anything to do with alcohol, drugs, sex, or gang related activities will be allowed.
4. Wear comfortable shoes. (Don't wear new shoes!)
5. If you own an umbrella, please bring it on the trip, (you will wish you had one if it rains!)
6. Pack a swimsuit and plastic bag to keep it in. Appropriate swim attire is required in order to swim in the water park.

### **B. PERSONAL ENTERTAINMENT**

1. You may want to bring along books/magazines, handheld game(s), deck of cards, or ipod/MP3 player for entertainment during the bus ride or in your room at night.
2. Be sure your name is on any personal items you bring.

### **C. LUGGAGE**

1. One suitcase is allowed. However, you may bring a carry-on bag for smaller items you may need during the day. (NOTE! The Travel Agency baggage tag is for the suitcase. The carry-on bag must fit under the seat or in the overhead compartment.
2. Be sure to fill in your luggage tag, the group name on the tag should be the name of your school
3. Pack camera, charger, and money in carry-on bag since we will begin sightseeing upon arrival.

### **D. ADDITIONAL ITEMS TO BRING**

1. A watch (VERY IMPORTANT)
2. Contact wearers are advised to bring a pair of glasses along.
3. Towel for swimming.

### **E. MEDICATION**

1. **Parents are to complete and return the medical form to the head chaperone.**
2. Students on prescription medication are advised to place the medication in a zip lock baggie with instructions on a note card.
3. Students are not to have any medication in their possession; this includes over the counter medications.

4. Chaperones will have medications should they need to be administered as per the instructions on the medical form. The only exception will be for students who need medication for asthma/diabetes.

**F. CAMERA/PHONE USE**

1. In the Abraham Lincoln Museum there are some exhibits where there is **no photography** allowed.
2. At some of the sights you may need to turn silence your phone when using it as your camera.

**G. WHAT NOT TO BRING**

1. Large amounts of candy or energy drinks.
2. Beverages should be in plastic containers, no cans or glass containers.
3. Expensive jewelry or large amounts of cash.

**H. EXTRA SPENDING MONEY**

1. Spending money is only needed for snacks and souvenirs. All tour components are included in the tour price. \$25.00 - \$35.00 is a recommended amount of cash to be brought on the trip.
2. Money and other valuables should be kept in a safe place at all times.

**V. A FINAL STATEMENT**

As we hope to continue our tour on an annual basis, the mature conduct of each participant will allow us to offer the trip next year and in future years. All of the chaperones are confident that each of you will accept this responsibility and will make this one of the most **enjoyable** trips ever.

Remember, the more **attentive** and **cooperative** you are, the more fun we will all have and the more knowledge you will gain from the trip. The tour is truly an experience you will never forget.

**PLEASE SIGN AND RETURN TO YOUR HEAD CHAPERONE**

**Each participant and his/her parents are required to sign this form acknowledging that the tour procedures are understood and behavior guidelines will be followed.**

STUDENT'S PRINTED NAME \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

Tony Ivkovich  
Tour Director

John Kelsey  
Assitant Tour Director