

Departure Meeting – Outline of Topics to Cover

Morning of Departure

Tell parents who are traveling with the students where to park.

- Inform all parents where to drop off the students.
- Explain where the buses will be and keep that clear of vehicles.
- Unless you are checking the luggage for contraband, instruct everyone to drop their overnight luggage off at the bus when they arrive but hold on to their carry-on items.
- Identify where those traveling on the trip should go to check-in.
 - There will be separate stations for each bus.
 - This is where name tags & lanyards will be passed out.
- Medication
 - Make sure you have completed forms if necessary.
 - Announce any meds students can self-carry.
 - If the school must distribute, you should plan on having parents drop off this medication to the school prior to the trip
 - Ask for small packaging containing just the amount needed for the trip.
 - Avoids large bottles taking up more room.
 - Avoids the redistribution process at the end of the trip.
 - Eliminates students not having their meds after the trip.
- Remind parents the buses will leave on time.

What-To-Pack

- Set clear expectations for the trip for your dress code policy.
- The SA app has a complete packing list.
 - Overnight luggage stowed under the bus cannot be accessed until we arrive at the hotel.
 - Small backpack containing snacks, phone charger, hand-held game system, books, or anything you want while traveling is your carry-on and can be stowed in the overhead compartment.
 - MUSTS: Deodorant, 2 pairs of shoes, poncho or umbrella, & sunscreen.

Traveling on the Bus

- Everyone should remain seated.
- We make stops about every 3 hours going down and coming back where we can use public restrooms.
- Announce how the drivers will change on the first & last day (if applicable).

- The bus does have a restroom, but it should be used only in an emergency.
- WiFi on the buses never works for this many people.
- Have a conversation w/ your student about sharing their hot spot.
- Students are responsible for their own electronics, cash, and debit cards.
- Your belongings are safe on the bus because it is always locked or the driver is on board.
- No student(s) can board the bus without a chaperone getting on first.

Hotel Expectations

- We are only at the hotel to sleep because we come back late and leave early.
- When we leave the hotel in the morning, we do NOT come back during the day.
- Expect boys and girls to be on separate floors (if you have a multiple bus trip)
- Even if the hotel has a pool, we are not swimming (unless noted otherwise).
- We will have breakfast at the hotel each morning.
- There will be other guests on our floor, so we need to keep the volume down.
- Once we leave the hotel, we do not come back until the end of that day's touring.
- Room service, pay-per-view, & long-distance calling are all turned off.
- There will be only one way in and out of the room and that will be the door to the room from the hallways.
- This means no balconies or sliding doors that lead out another way.
- Students are responsible for any damage to the room or property.

Chaperones & Room Assignments

- Identify the school staff members attending the trip.
- Make sure everyone knows their bus number.
- Provide all parents with the name of their student's chaperone.
- Optional: Letting everyone know who their roommates are.
- What process you utilize to do a room check each night to make sure you physically see the students in their room before curfew.
- Explain how overnight security takes over after curfew.
 - Security sits outside in the hallway.
 - Only has a list of room #'s, no names.
 - Ask students to quiet down if there is excessive noise.
 - Provides a report naming room #'s they spoke to throughout the night.
 - Contacts you if necessary (homesickness, illness, & repeated warnings for excessive noise are most common reasons).
 - Security never enters a room or disciplines students.

- Have a policy on things like DoorDash & parents entering rooms after curfew.
- If you are using parent chaperones...
 - Set clear expectations for both students and parents.
 - Let them know what to do if a student repeatedly does not cooperate.
- Announce your process to make sure all students are awake each morning.
 - Do parent chaperones or non-paying staff make sure the students are up.
 - Most schools require students to show up for breakfast even if they don't eat.
 - We want to leave on time and can't if an entire room oversleeps.

Role of the Tour Director

- A Student Adventures representative will meet us at the school and travel with us the entire time.
 - Their role is facilitate the trip by keeping us informed and providing assistance when necessary.
 - The TD sends informational texts throughout the trip from a no-reply #.
 - Informing us of the rules for each venue (i.e. – no bags, food, gum)
 - What we can expect to happen or what to see.
 - What time & location we meet back up after our visit.
- The trip continues even if it rains or is hot.

Travel Tips

- We want everyone to wear the lanyards & name tags at all times.
 - We use this to identify our group.
 - Emergency Line # is on the name tag just in case.
- Expect several miles of walking each day (no slides, flip-flops, crocs or heels)
- Some students will want more time at places and others will be done in 5 minutes, but the trip is designed to give them at least a good introduction to each stop.
- Students should never be alone.
- Review what meals are included and those that are not.
- \$60-\$100 is the average amount of spending money.
- The itinerary is plan.
 - In reality, the trip rarely plays out in the exact order and times given.
 - We make changes when necessary based on weather, traffic, etc.

Trip Return

- Parents at home will receive a text from SA when we leave the city with an expected arrival time at the school. This will be updated one hour prior to the return.
- Parents MUST be on time to pick up their student.
- Keep the same area clear for the return that we did for the departure for the buses.
- Announce your plan for returning medication.
- Make it clear no students can come off the bus until their area is clean.

SA Printouts (These are all found in the next spoke of this wheel)

- Itinerary
- Download Instructions for the SA App – The student login works for everyone.
- Cell Phone List by Bus – The number listed is where the texts will be sent by you or the tour director and parents should update that number if it is not their student's.
- Itinerary
- Hotel & Bus Information
- Till Instructions (if applicable)