



CHS Foundation Chaperone Information for CHS Disneyland Resort Grad Nite May 18, 2025

Thank you for volunteering to serve as a CHS Grad Nite chaperone at Disneyland Resort.

CHS Chaperone Overview:

This event requires you volunteer time from 7am to approximately 5am the following morning plus prep time. Based on previous experience and feedback, we are providing this detailed document to help the event run smoothly for CHS. It's a lot of info but it will be helpful, so please read it through.

Your Disney Park Hopper ticket, Grad Nite experience and transportation are **FREE** and we hope you have a great time too at Disneyland Resort!

By serving as a CHS chaperone, you agree to accept the responsibility of the CHS students. You also agree to the CHS Grad Nite contract, chaperone duties and all of the Disney policies in place to make the grad nite event a success and great time for everyone, from start to finish.

Review all of the information at **CHSFoundation.info** - events - Grad Nite. All of the chaperone and student event information are linked there. [CHS Grad Nite Webpage](#)

- There will be a pre-event Chaperone meeting (April 9, 7pm room 203).
- Let CHS Foundation know immediately if you do not understand, do not agree to any of the chaperone info (including instructions, texting, plan,schedule), CHS contract or Disney rules, or you do not wish to or are unable to perform all of the chaperone duties.
- For your comfort, Disney has a Chaperone Lounge from **10pm-1am** inside California Adventure with seating, charging stations and snacks/drinks, wristband required.
- **Take photos!!!** Try to get some group photos, there will be event backdrops. Email photos to clairemonthsf@gmail.com so we can post them on our webpage.
- Keep your cell phone ringer and notifications **on** and battery **charged** at all times during the event so your students can reach you anytime.
- Buses are assigned and near their capacity of 56, **students can't switch buses**.
- Chaperones will be on the same bus as their entire group.
- Security at Disney is similar to an airport with bag check, metal detector and dogs.

Important Disney Links:

- <https://disneyland.disney.go.com/park-rules/>
- [Disneyland.com/updates](https://disneyland.com/updates)

CHS Chaperone Instructions:

- There is a Chaperone In Charge (CIC) that will be with you at Disney and is your go-to person..
 - **2025 CIC is Melissa Matsumoto:** 760-473-7466
 - 2025 Chair is **Amy Lowry: 619-244-6716** clairemonthsf@gmail.com
- You are part of a team of chaperones that will be responsible for all of the CHS students.
 - You will be included in a chaperone text string established by the CIC (Chaperone in Charge). Please add all chaperones to your contacts.
 - Maintain communications with the team of chaperones through the day, help each other and share news or issues especially if you are tending to a student.
 - **The team in 2025 is 6 volunteers and 2 personal student aides.**
 - Melissa Matsumoto
 - Natalee Horstman
 - Teresa McNeal
 - Linda Morales
 - Mary Ellen Brancheau
 - Alicia Shipler (aide to Ashlee Rosas + mom Melinda Rosas)
 - Terri Murphy (aide to Allison Rodriguez Hernandez)
 - Amy Lowry (if 140th ticket is sold)
- Each chaperone will be assigned a group of students, (approx 25 students) or to a single student as their aide, for whom you are responsible for the duration of the event.
- Chaperones and students are free to enjoy the day on their own, you do not need to stay together in the parks, but you need to be readily available to the students when needed.

The Prep for Grad Nite

- You will have received a spreadsheet / **roster** of your students, cell number and emergency contact info. We will provide a printed copy at check in.
- **Group chat-** For texting purposes, divide your student contacts in half/thirds and establish mini-group chats with all of your assigned students. The max for Androids group is 20, iOS 25 for group texts so just divide your group so all students will receive the messages. Text both/all your groups the same info.
- **Text your group before the event.** Do this a week to several days before.
 - Send a text to each student asking them to reply with their name.
 - Once you get a reply, the number is confirmed.
 - Send another text to them individually and introduce yourself as their chaperone
 - Ask them to save your contact information.
 - Tell them DON'T BE LATE, arrive at CHS by 730am!.
 - Tell them if they need any assistance, first aid, feel ill, or have questions, they should text or call you right away.
 - Give Lead Chaperone's number (Amy Lowry) as second number to call if you're not reachable.
 - Tell them all the event info, security info, schedule and rules are at CHSFoundation.info on the Grad Nite page under the events menu.
 - Tell them to confirm with a reply.

- **Make sure each student in your group has replied.**
- Don't use apps like Whatsapp/ Group Me due to limitations, text is best.
- Notify the Chair if a student hasn't responded so we can help.
- Tell them you are the only person's information they should listen to, if they're not sure, ask chaperone not fellow students.

CHS EVENT PLAN and SCHEDULE!

Departure from CHS - Good Morning!!

- **7am!** Chaperones, please arrive at CHS by 7am, ready to help. Students arrive by 7:30am.
- Check in with the Chair.
- You receive a printed roster of students to use to take attendance, tickets, parking etc.
- Remain at your bus gathering point.
- Students will check in with you at their bus gathering point, mark them present.
- 7:40-ish- Group announcements, chaperone introductions and group photo.
- 7:50-ish Bus boarding.
- **Communicate with your Bus Driver-**
 - **Meet your bus driver and exchange cell numbers.**
 - Confirm if they will be the same driver who will take you back to CHS.
 - Ask them to text you (drop a pin) the bus' exact location in the Toy Story parking lot once they are parked and ready to accept students at the end of the night.
 - No students may board without a chaperone present.
 - Your bus may not remain onsite at Disney so ask what time the bus will be back.
 - Verify your bus driver has the drop off and pick up info, including a video and QR code, provided by Disney, it can be found here: [CHS Grad Nite](#)
 - [LINK TO BUS VIDEO](#)
 - Ask your bus driver to text you when the first students arrive at the end of the night at the bus to board to return home if you have not arrived.
- Take a final headcount on the bus.
- **If anyone is missing or late, please alert coordinator and lead chaperone immediately.**
- **DISTRIBUTE TICKETS TO STUDENTS ON THE BUS.** All attendees will be proceeding directly to the security screening after exiting your bus/vehicle.
- **MAKE ANNOUNCEMENTS ON YOUR BUS** (script will be provided)
- **Tell everyone to take a photo of their ticket / barcode.**
- Collect any student medications before arriving at Disney. Remind them to pick them up before they head off on their own.
- Tell them to be inside California Adventure at **8:30pm**.

The buses will depart CHS together at 8am!!! We will not wait for tardy students.

CHS Arrival at Disney- Hip Hip Hooray, it's exciting!!!

- Unload passengers only when the Resort Cast Member instructs you to do so.
- You will go directly to security.
- You must go through security as a group so stay together as much as possible. Let your group know that.
- Tickets will be scanned after the security screening and everyone will receive an event wristband. chaperones too.

- Return medications to students after security screening.
- After security, your group has been instructed to stay with you until all tickets are scanned, all wristbands distributed, medications returned and you dismiss them to go off and enjoy their day.
- **EVERYONE MUST KEEP YOUR GRAD NITE TICKET FOR THE DURATION OF THE EVENT AND KEEP YOUR EVENT WRISTBAND ON.**

Students That Need Assistance or Leave Early:

- Chaperones are required to remain with any student receiving first aid, who are ill or having security issues or any other problems.
- Students who need to leave the event early will not be riding the bus back and need to be picked up from Disney by their parent, guardian or emergency contact. You need to coordinate their pick up and stay with the student until they are picked up and you release them to go home with one of the contacts they listed on their contract

Ticket or Wristband Issues:

Disney says “• IF FOR ANY REASON YOU LOSE YOUR TICKET OR YOUR WRISTBAND BREAKS, CONTACT A CHAPERONE (that’s you) AND PROCEED TO ANY AVAILABLE TICKET BOOTHS LOCATED JUST OUTSIDE THE WEST SIDE OF THE DISNEYLAND® PARK MAIN ENTRANCE. A MAIN ENTRANCE CAST MEMBER WILL BE ABLE TO ASSIST YOU UNTIL DISNEYLAND® PARK CLOSES. GRAD NITE EVENT TICKETS ARE NON-REFUNDABLE, NON-TRANSFERABLE, AND WILL NOT BE REPLACED IF EXPIRED, LOST, DESTROYED OR STOLEN.”

CHS Departure Prep

- Remind students to exit the park when it closes and proceed to the shuttle to the Toy Story parking lot. Get in the shortest line for the shuttles.
- Contact your bus driver to get your bus location within the pick up area (drop a pin) and to make sure the CHS signs, with the bus’ letter, are back on the front window and door.
- **The CHS buses may not be parked together.**
- **Text your group the location of your bus (drop a pin).**
- *Disney suggests that at least one (1) chaperone from each school make their way back to their buses early to be there for attendees.*
- Students should NOT go to the bus without a chaperone, they need to text you if they exit the park before 2am.

CHS Departure from Disney- the late night scramble

- Communicate and bring your patience! That’s the best strategy to get back to the buses.
- At the end of Grad Nite, all exiting attendees will be directed to the east esplanade (to the right when exiting) to board the tram to the **Toy Story Parking Area** to find and board their buses. **This process can be chaotic. Just pick the shortest line and get on a tram.**
- Exit the tram, follow the crowd from the drop point to the Toy Story bus parking lot.
- Find your bus.
- Everyone needs to ride the same “letter” bus back to CHS that they came on - do not switch buses (seats are limited and this could cause capacity problems and problems for the chaperones with roll call / headcounts).
- Check attendance and take a final head count on the bus.

- **Buses should wait and depart together once ALL CHS students are on the buses.**
- **When your bus is ready to depart Disney, make an announcement that students should text their ride home of their approximate ETA (about 1.5 hours) so their ride can be waiting for them at CHS.**

Arrival back at CHS- who's awake at this hour?

- It's probably after 4am, turn on the lights and wake everyone when you exit the freeway before arriving at CHS, remind them to gather their belongings.
- Chaperones, as tired as you may be, you need to remain on site until all of YOUR students have a ride home and have checked out with you.
- Students, for their own SAFETY, should not drive home. If they choose to drive, against our recommendation, make sure drivers are alert and awake enough to be behind the wheel, we don't want anyone dozing or falling asleep at the wheel, including you!!!!
- There will be a volunteer(s) at CHS when the buses return to help you make sure the students have all been picked up and departed CHS campus.
- NO STUDENT LEFT BEHIND, thank you!

Please contact the Grad Nite Coordinator, CIC, ClairemontHSF@gmail.com or refer to the website if you have any questions, anytime.

HAVE AN AMAZING EXPERIENCE AT DISNEYLAND RESORT!!!

CHS Foundation: ClairemontHSF@gmail.com www.CHSFoundation.info

