**Schedule 5**

**Instructions for Chaperones**

 Thank you for coming and helping chaperone the children so that the bar/bat mitzvah can proceed smoothly.

1. The “friends” of the Bar/Bat Mitzvah who are between 11 and 14 should receive a paper from the ushers on their way into the service that explains what is expected from them. You might want to take a few extra ones and make sure the children read it when they sit down. You should also be familiar with it.

2. There are special rows reserved for the children – 4 rows on each side of the aisle toward the middle of the room. The children should sit in those rows or with their parents only.

3. Please sit with the children. Our religious school children are expected to follow along in the service and to participate by singing the parts that they know. Please encourage them to do so. With the other children, try to help them follow along by showing them the pages. Spread yourselves out – with one parent in each area – you will be much more effective.

4. The children are told that they are only allowed to leave the sanctuary once during the service and that they should not go to any other parts of the building. Try to arrange it so that only one or two children leave at any given time. Do not let groups leave together. This is very disruptive.

5. Try to see to it that talking is kept to a minimum. Certainly no loud noises should be coming from this section.

6. About once every half hour starting at 10:30am, one chaperone should go out of the sanctuary and take a walk around the building. Check the rotunda area, the Ballroom, the Social Hall, the bathrooms, downstairs in the school area, the babysitting area, and upstairs above the rotunda. No children should be in any of these locations except the bathroom.

7. No children should leave the building for any reason during the service.

8. If necessary, remind children with cell phones and other electronic devices (e.g. ipod) that they are not to be used inside the Sanctuary and are to be turned off or set so that they are noiseless (e.g. vibrate or blinking light for incoming calls or messages).