

Field Trip Policies

Field trips are a valuable and rewarding part of the school year for children. They provide a break from routine, a shared experience, and a chance for the children to learn about important subjects first-hand. Because field trips take place off of school property in less structured situations, it is important that they be well-organized and that every effort be made to keep children safe. Accordingly, Poupard teachers have developed some school-wide policies for field trips. These policies will apply to all field trips so that procedures are consistent and everyone knows what to expect.

Requirements. For every field trip, important forms are required; money must usually be turned in as well.

For children:

- Permission to go on the field trip,
- Permission to travel by automobile (or sometimes by bus)
- An emergency medical treatment form.

For adults:

- A signed agreement to drive, with driver's license information.
- An emergency medical treatment form for drivers-- not required, but recommended.

Cash payment is preferred for field trips. If you must write a check, please make it out to CASH. Teachers cannot use or deposit checks made out to Poupard or to the field trip site itself. **If paying for a field trip would be a financial hardship for your family, we can help you.** Please let the teacher or Mrs. Stocks know about the situation so that confidential arrangements can be made.

Deadlines. Teachers will provide information about the trip, permission forms and cost information well in advance. Parents are encouraged to send in the money and forms as soon as possible so that teachers can make plans for drivers and field trip activities. **In order to make sure that everything is ready, all money and forms must be turned in TWO days before the day of the actual trip. Unfortunately, children who do not have their forms and money turned in by the deadline will not be able to attend that field trip. This deadline will be strictly adhered to. Please make sure everything is turned in on time.**

Siblings and other family members. When adults come on a field trip, they are accepting an important responsibility to drive and supervise a group of children. **For this reason, no siblings or other family members such as grandparents will be allowed to attend field trips. Only parents, guardians or primary care givers can drive, chaperone and attend field trips.** While we would love to be able to include other family members, the primary purpose of the field trip is to provide an educational experience for the students themselves. Please keep this in mind when volunteering to come on field trip. The only exceptions will be the music concert rehearsals, since in that case parents are not needed as chaperones but only as drivers.

Children who do not go on field trips. If you do not wish your child to attend a field trip, please let the teacher know so that she does not worry about collecting his or her forms and money. If your child is not attending the trip, your child should attend school that day. Please notify the teacher in advance so she can make arrangements for your child to stay in another classroom.

Thank you for making every effort to remember and follow these policies. It will help your child's teacher to organize safe, educational and enjoyable field trips throughout the year.