

OUT-OF-PROVINCE AND MULTI-DAY EDUCATIONAL TRIP PARENT/GUARDIAN INFORMATION AND CONSENT FORM

Educator in Charge: _____ School: _____

Destination: _____ Dates of Trip: _____

Departure Time: _____ Return Time: _____

Cost per Student: \$ _____

Dear Parent(s)/Guardian(s):

To enhance learning opportunities, teachers may plan educational trips to supplement educational programs. The consent of parents/guardians is required for participation of students in educational trips. The purpose of this consent form is to provide students and parents/guardians with information that is related specifically to this educational trip. **This educational trip is optional and alternate arrangements will be made for students who do not participate.**

Purpose

The purpose of the educational trip and a brief description of the itinerary is as follows:

Pre-Trip Meeting

An information meeting for parents/guardians and students will be held at the following date and time:

Date: _____ Time: _____ Location: _____

Supervision

The Educator in Charge will provide direct supervision during this educational trip and endeavor to ensure a safe environment for all. Additionally, the supervisors listed below will provide supervisory support:

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Transportation

The following mode of transportation has been planned for this educational trip:

Type: <input type="checkbox"/> bus <input type="checkbox"/> public transportation <input type="checkbox"/> private vehicle <input type="checkbox"/> airplane <input type="checkbox"/> other: _____
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If students are being transported in private vehicles, this will be done in accordance with Administrative [Procedure 563: Student Transportation by Volunteer Drivers](#).

Accommodation

The Educator in Charge will arrange for accommodation that best meets the needs of the educational trip. Students must use the accommodation arranged by the trip sponsors to ensure safety, efficiency and reasonable accident liability. The accommodation planned for this trip is as follows:

Name and Type of Accommodation: _____

Address of Accommodation: _____

Budget

The following is a breakdown of the educational trip expenses:

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Accommodation	
Travel Insurance	
Other _____	
Total Expenses:	\$

Cost Per Student	
Total Expenses	\$
Fundraising	\$ -
PAC Support	\$ -
School Support	\$ -
Total Cost:	\$
Number of students:	÷
Cost Per Student:	\$

Medical Information

All students must submit a completed medical form with parent/guardian signature in order to participate in an educational trip. The information provided on the medical/emergency contact information form is critical for guiding appropriate medical responses if needed.

A “basic needs” first aid kit will travel with the group. Student Emergency Procedure Plans/medical supplies will be brought for participating students with life-threatening medical conditions (e.g., anaphylaxis). Students with specialized medication(s) or conditions must be able to responsibly look after their regular, daily medical needs without specialized assistance. Where regular urban emergency medical assistance is available, it will be used when necessary. Where regular urban emergency medical assistance is not available, special provisions for emergencies will be addressed by available staff.

Emergency Planning/Cancellation

A. Trip Cancellation

If an educational trip requires the payment of a deposit and/or monies either in advance of the educational trip or during the educational trip and the educational trip is cancelled or altered due to unpredictable circumstances, neither the school nor the Board shall be liable for any refund, either in part or in whole.

B. Medical/Travel/Cancellation Insurance

Group medical/travel/cancellation insurance may be arranged for educational trips. Where group coverage is not provided, it is up to parents/guardians to ensure that their child has the necessary medical, accident, cancellation and/or liability insurance.

C. Emergency Communication and Return Plan

An Emergency Communication and Return Plan will be developed for this educational trip. The plan will include an Emergency Communication Information Sheet, which identifies communication procedures in the event of an emergency, and names a primary Board Employee sponsor/supervisor contact in attendance on the educational trip, and one primary school district staff contact who is not in attendance on the educational trip. The Emergency Communication Information Sheet will also include contact information for hotels/hosts. A copy of the Emergency Communication Information Sheet will be provided to all parents/guardians, students and chaperones in advance of the trip departure.

In the event of student injury, parents/guardians will be notified. For all incidents involving injury, supervising school personnel will record details of the incident and, as soon as practicable, complete an *Incident Report* submission.

Travel Risks

There is a degree of risk in all daily activities and this risk can be higher when students are away from the safety and supervision of the school setting. It is impossible to itemize every possible element of risk associated with an educational trip, however, we ask that you familiarize yourself with the risks and circumstances described below.

A. Unpredictable Events and Medical Emergencies

Circumstances can change due to unpredictable events such as natural disasters, medical emergencies or human conflict. Parents should familiarize themselves with current information regarding travel risks by visiting Foreign Affairs and International Trade Canada’s website at www.travel.gc.ca prior to the date of travel.

In the event that a significant security, safety or health issue arises before the educational trip commences, or while the educational trip is in progress, the educational trip will be cancelled. If the educational trip has commenced, students and supervisors will return as soon as possible, unless the Superintendent or his designate determines there are no significant security, safety or health risks, or that remaining out of the province is a safer option than immediate return to New Westminster.

Notice of Risk

While all field trips entail an element of risk, some outdoor and physical activities involve added risks. Minimizing and managing this risk is a paramount consideration for the District in selecting, planning, organizing, and conducting student field trips. Those field trips that do involve student participation in higher risk activities require different levels of care, conduct, communication, and consent. It is important that students and their parents understand those risks, and notify the School District of factors that may affect a student's ability to participate safely.

Before signing this consent, please ensure that you have reviewed the information in this form and are familiar with the potential risks of the planned activity. Ensure that you inform the School District if there are any additional risk factors that are unique to your child, or if you feel your child cannot participate safely in the planned activities. Parents should also ensure they contact their child's school if they have any questions on associated safety plans, supplies, equipment or other concerns.

High-Risk Activities

Higher risk activities are those that occur outside of the school setting and/or that include activities that have a higher potential for injury or accidents. They include activities such as: canoeing/kayaking/rafting; mountain biking/hiking; gymnastics; rock climbing; skiing/snowboarding; swimming in open water; wall climbing; ice skating; and cheerleading

Safety Equipment

Once of the ways that the School District addresses risk is by ensuring that students use appropriate safety equipment, such as helmets, life jackets, etc. Before signing this consent, please review the equipment list carefully and let your child's teacher know if you have questions or concerns or if you do not have access to any of the safety equipment you and your child have been asked to supply.

By signing this form, you consent and agree as follows:

- I have read and understand this Consent and the accompanying materials setting out the risks involved in the field trip and associated activities (the "Activities"). I have had an opportunity to ask questions and seek clarification about the nature of the Activities and those questions have been answered to my satisfaction.
- I understand the Activities may give rise to risks and hazards, both anticipated and unanticipated, including accident, personal injury, illness, property loss and expense and even death. I understand that those hazards and risks may arise from program locations, rugged terrain, inclement weather, rock fall, avalanche, motor vehicle accident, equipment failure or the acts, errors and omissions of third parties and other risks arising from the nature of the Activities.
- I am not aware of any medical or other reason why my child is not able to safely participate in the Activities, or, if I am aware of any such circumstances, I have notified the School District of them.

- I understand that students who participate in the Activities are expected to follow safety and other rules and directions provided by School District staff, and that any student who fails to follow such rules may not be permitted to participate in the Activities and may be required to return home. In such a case, the School District reserves the right to seek recovery from parents/guardians of any added travel or other expenses incurred.

- I agree to the disclosure of my child's personal information, including medical information, by the Educator in Charge to third parties in the event the Educator in Charge considers such disclosure necessary. Examples of third parties include travel agents, law enforcement officers, physicians, the Canadian Embassy or Foreign Affairs staff.

FOR COMPLETION BY PARENT/GUARDIAN

Date: _____

Printed name of parent/guardian

Signature of parent/guardian

Address

Street

City

Postal Code

Revised: November 29, 2023