

ADMIN PROCEDURES MANUAL
Administrative Procedure (260-3A)

**PARENT GUARDIAN FIELD TRIP INFORMATION
AND CONSENT FORM**

Teacher Organizer: _____ School: _____

Destination: _____ Date of Trip: _____

Departure Time: _____ Return Time: _____

Cost per Student: \$ _____

Dear Parent(s)/Guardian(s):

To enhance learning opportunities, teachers may plan field trips to supplement educational programs. The purpose of this consent form is to provide you with information directly related to the above-named field trip. **This field trip is optional and alternate arrangements will be made for students who do not participate.**

Purpose

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

Modification to this document is not permitted without prior written consent from New Westminster Schools.

Supervision

The classroom teacher will directly supervise the field trip and endeavor to ensure a safe environment for all. Depending on the grade level and the nature of the activity, additional supervision may be provided by additional teachers, educational assistants, or parents to meet the supervision requirements outlined in [Administrative Procedure 260: Field Trips](#).

Transportation

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

Type of transportation: <input type="checkbox"/> bus <input type="checkbox"/> public transit <input type="checkbox"/> private vehicle <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](#). Students being transported in private vehicles must use booster seats until they are: at least 18kg (40lbs) and over 9 years of age or have reached a height of at least 145 cm (4'9"). Parents/Guardians of students requiring booster seats must complete the consent and waiver form ([260-4](#))

Risk and Consequences

Accidents can occur with or without any fault on either the part of the student, or the school board, or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity you are accepting the risk of an accident occurring and agree that this activity, as described, above is suitable for your child.

Behavioural Expectations

On all field trips, students are expected to follow both the District Code of Conduct and the School Code of Conduct. It is expected that students will conduct themselves in a respectful and considerate manner as they will be representatives of their school and the District. Any student who fails to abide by the codes of conduct will be subject to disciplinary action on the trip as determined by the supervisors and, upon return, as determined by the administration.

Emergency Planning

The supervisor will carry or have access to a first aid kit during the field trip. A list of specific medical needs of students will be available to supervising staff. At least one supervising adult will have access to a cell phone. In the event of a student injury parent/guardians will be notified.

Medical/Accident Insurance

Medical and accident insurance is the responsibility of the parent/guardian. Please ensure your child has the necessary coverage.

Please return this signed consent form to the school

Field Trip Destination: _____ Date of Trip: _____

Name of Student: _____ Grade: _____ Teacher: _____

Parent/Guardian Permission:

Student must have parent/guardian's written and signed permission in order to participate in any field trip.

Without signed consent, students will not participate in this field trip.

I, _____ have read the full consent form and hereby consent to my
(*print parent/guardian name*)

child, _____, participating in the above-named field trip.
(*print child's name*)

I am aware of the behavioural expectations of my child while attending this field trip. I will be responsible for any costs caused by my child's failure to abide by the Codes of Conduct, including any costs to send my child home. I am aware of the inherent risks and potential consequences that may occur on this field trip. My signature below indicates that my child has my consent to attend the field trip.

Parent Signature: _____ Date: _____

Revised: September 12, 2023