



FIELD TRIP GUIDELINES

General Information:

- Learning occurs in places other than school, therefore your child's teacher will arrange for stimulating field trips through-out the year. ***Students may not attend a field trip without a signed permission slip and/or full payment.***
- If a parent does not want their child to go on a particular trip, alternative arrangements will be made for the student at school. If the student does not come to school on that day, he/she will be considered absent.
- ***Car-pooling is standard practice; parents may NOT drive only their child.*** Those who are not comfortable riding with others should NOT volunteer to chaperone or drive on field trips. Those who are not comfortable having their child ride with others should opt out of the field trip.
- Family members or others in the care of a chaperone/driver are not allowed on the field trip.
- Please note that due to increased concerns for child-seat safety, PreK and Kindergarten field trips will be meet-ups (i.e. bring your child to the location yourself). If you cannot attend, you may make arrangements for your child to be transported by another parent but **PCA is free of all risk/responsibility for a child not accompanied by his/her parent.**
- All field trips begin and end at the school (unless otherwise noted).

Chaperone/Driver Guidelines:

- All Chaperones/Drivers must be SAFECare approved and, for K-8th grades, background and driving record checked ***at least 7 days before the field trip.***
- All drivers must have submitted proof of current auto insurance and a copy of his/her driver license to the school office ***at least 7 days before the field trip.***
- Chaperones will be responsible for supervision of an assigned group of students throughout the field trip. Upon return to the school, the chaperone must wait with the students until the teacher arrives.
- According to Florida law, all occupants of a vehicle (excluding buses) must wear seat belts.
- All Chaperones/Drivers should **be at the school 15 minutes prior to the designated departure time** so riding assignments and directions can be distributed.
- Chaperones/Drivers should refrain from using cell phones (especially while driving), unless the call is related to the field trip.
- The use of tobacco or vaping products, and/or the consumption of alcohol is expressly prohibited during any school sponsored activity.
- At least two students and one chaperone should go together in public restrooms.
- All music and movies enjoyed on field trips must be pre-approved by the teacher.
- Students are not permitted to bring any phones, tablets, electronic games, or other digital devices.
- Students have been told to respect and obey the chaperones as if they were the teacher. Chaperones should immediately inform the teacher if there is a child in their group that is disrespectful or disobedient.

PLEASE SEE REVERSE SIDE



FIELD TRIP GUIDELINES FOR STUDENTS

Please have your student(s) review the following guidelines (or review them together). Both must sign and date below.

Student Rules:

- Students are reminded that they are representing our school and our Lord. Behavior and conversation on the trip should reflect this.
- Students are to respect and obey the chaperones as if they were the teacher.
- Remember to use your “inside voice.”
- Refrain from inappropriate physical contact including horseplay and/or public displays of affection.
- Dress code for field trips is the green field trip shirt with khaki bottoms; any changes to the dress code will be determined by the teacher and noted on the permission form.
- ***Students are not permitted to bring any electronic devices (including but not limited to phones, tablets, music players, and games).***
- Students must stay with their assigned chaperone and/or in their assigned location while on the trip.
- Students are to ride in the same cars and/or sit in the same seats coming and going on the trip.
- Students should go to the restroom in groups of at least two with a chaperone.
- Field trips are a privilege we enjoy. If a student chooses to disregard these guidelines while on any PCA field trip, the following could occur:
 - The school may contact the parents to pick up the student.
 - The student may be subject to discipline upon return to school.
 - The student may be prohibited from participating in future field trips.

We (parent and student) understand and agree to abide by these Field Trip Guidelines.

Student Name: _____

Parent Signature: _____

Date: _____