

## PARENT NOTIFICATION CHECKLIST FIELD TRIPS

	<b>The Teacher-Leader or designate has informed the parents or guardians of the following</b>	<b>Status (Yes/No/N/A)</b>
1.	The purpose of, or the educational goal, of the field trip.	
2.	The proposed itinerary including: (a) Departure date and time (b) Return date and time (c) Method of Transportation (d) Destination(s)/routes (e) General times and activities	
3.	A description of the activities or events proposed.	
4.	Safety precautions in place to deal with activities involving risk.	
5.	Emergency procedures to be followed in the event of injury, illness or unusual circumstances.	
6.	Accommodation arrangements for overnight or longer trips.	
7.	The arrangements for student supervision. (The gender of the supervisors, the number of supervisors and the supervision ratio.)	
8.	Any costs to the student.	
9.	The location, date and time of a pre-trip parents meeting.	
10.	A request for information about any relevant medical condition of the student.	
11.	A request that parents give trip supervisors authority to seek necessary medical treatment for the student. (This will be included in the parental consent form.)	
12.	A list of clothing and equipment to be supplied by the parents/student, and any related responsibilities.	
13.	Any requirements for the student to bring water, lunch, snacks and /or other additional food.	
14.	The name of the teacher-leader or other key local contact person and phone numbers.	
15.	A statement informing the parents that the Division will not consider refunds and/or compensation for any cancelled field trip.	
16.	<b>CATEGORY C &amp; D TRIPS ONLY</b> The need for additional medical coverage and other sorts of insurance, such as trip cancellation, loss of property, for out of province or out of country trips.	

**Signature of Teacher-Leader Once Completed: NAME \_\_\_\_\_**

**SIGNATURE \_\_\_\_\_**

**DATE \_\_\_\_\_**

**DISTRIBUTION: File at school level**