

**PROVIDENCE CHRISTIAN SCHOOL
AT MEADOW WOOD**

Field Trip Drivers

Please return this form along with a "Field Trip Guidelines" sheet for each driver to the office at least one day before you plan to take your field trip.

Teacher: _____

Destination: _____

Date: _____ Time of Departure: _____ Return: _____

Driver 1 _____ Driver 2 _____

(cell phone # _____)

(cell phone # _____)

Responsible for: 1 _____

1 _____

2 _____

2 _____

3 _____

3 _____

4 _____

4 _____

5 _____

5 _____

6 _____

6 _____

Driver 3: _____

Driver 4: _____

(cell phone # _____)

(cell phone # _____)

Responsible for: 1 _____

1 _____

2 _____

2 _____

3 _____

3 _____

4 _____

4 _____

5 _____

5 _____

6 _____

6 _____

Driver 5 (if needed): _____

(cell phone # _____)

Children who will be using the bus...

1 _____

2 _____

3 _____

4 _____

5 _____

Chaperone Confirmation

Thank you so much for agreeing to drive for our field trip! We appreciate your time and kindness! Please take a few minutes to review the following guidelines and return the bottom portion to your child's teacher.

Providence Christian School Field Trip Information (revised September 2009)

General Information: Field trips are an integral part of the "hands on" learning process at Providence. Your child **must** have a field trip permission form on file before he or she will be able to participate in any field trips. Teachers will notify parents of upcoming field trips on their weekly communication sheet or by other means, and will ask for parents to serve as chaperones and/or drivers. Children will be transported to and from field trips by school bus, privately owned vehicles, or chartered bus. A current copy of proof of auto insurance and fingerprint/background checks must be on file in the office before a parent can drive on a field trip.

Driver and Chaperone Procedures: The teacher is in charge of the field trip, parents are to assist.

- 1) Drivers and chaperones will meet as a group before leaving the school on the trip.
- 2) A specific group of children will be assigned to ride with you. These children are under your authority and are your responsibility the entirety of the trip. Please follow all guidelines established by the teacher at the beginning of the trip.
- 3) One child per seatbelt in the vehicle. Do not "double up" children in seatbelts.
- 4) The driver/chaperone should make sure every child is seated and secure inside the vehicle before entering themselves. Upon arrival at the event or the return to school, the children should wait inside the car until you or another adult is outside of the vehicle and ready to receive them.
- 5) Children are expected to behave in the car en route to the event. Classroom behavior standards apply in your car as well as the classroom. You have the authority, our expectation and blessing to require the children to behave. They should be seated and not talking above a normal speaking voice inside the car.
- 6) Children are not allowed to have electronic devices on field trips (cell phones, personal computers, cameras, iPod, MP3 players, laser pointer, etc.), unless special permission is granted by a school administrator.
- 7) Please be mindful of all families represented at PCS when a choice is made on music/videos inside your vehicle. We would prefer you play Christian music, classical music, or nothing at all. Any videos shown must be approved by the teacher before the trip.
- 8) Upon arrival at the field trip site, the group of students should remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.
- 9) Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, guides, and you. We expect to ask only once for a behavior to cease before the student complies. We expect PCS students to behave with impeccable dignity and manners, doing only what would be pleasing to God.
- 10) Leaving the event should ideally be a reversal of the entry. The students should sit in the same seats returning to the school as they were in upon arrival.
- 11) Please use the predetermined route in going to the event as well as on the return. We ask that you do not "run errands" when driving for the school. It is important to us to have the children in a class arrive back at the school at relatively the same time.
- 12) Please stay with your students until the teacher arrives back at the classroom and do not allow the children to enter the room until he/she is present.
- 13) Parents not driving as chaperones may drive separately; however, their child must still ride with the assigned carpool (unless there is prior administrative approval).
- 14) Parents (who do not have the duty of chaperoning) who want to drive their child directly from a field trip, separate from the child returning with the class, must notify the office in writing prior to the trip and have permission from an administrator. They will need to sign their child out on the teacher's Special Circumstance Sign-Out Sheet before leaving the group.
- 15) Younger siblings may not attend a field trip without administrative approval prior to the trip. Siblings that are present will be the sole responsibility of the parent. A parent bringing a sibling on a fieldtrip may not serve as a chaperone.
- 16) All field trip drivers must have on file in the PCS office an updated copy of their automobile liability insurance and background check, two days prior to the trip.
- 17) All field trips of approximately 100 miles will require bus service.
- 18) Parents/chaperones may not dispense medication to any child other than their own.

Overnight policy: one adult is required per room; an adult may not share a bed with any student other than their own child.

I have read the above Field Trip Chaperone Procedures & Guidelines. I can take _____ students in my car. (PCS policy requires that all students riding in cars have a seatbelt. No double buckling!)

Chaperone signature _____

If you are taking a cell phone on this trip, please list the number _____