

ST. THERESE SCHOOL FIELD TRIP INFORMATION

St. Therese School, 430 S. Main Street, Wayland, MI 49348

269-792-2016

5-05

This form is to be completed and a copy of it turned in to the office at least one day prior to any field trip. A copy of this form is to be given to each adult attending the trip, whether they are a driver/chaperone or a guest.

Destination/Program: _____

Address: _____

Phone: _____

Person In Charge: _____

Date of Trip: _____

Time of Departure: _____ Time of Return: _____

First Person/Number to call in case of car trouble or any other emergency:

Special Instructions:

(Lunch stop, health concerns, money needed/NOT needed by students, students eating in vehicles etc.)

Directions, maps and student groupings are listed on the back.

Adult Guidelines:

As an adult taking part in this field trip with St. Therese School of Wayland, MI I agree to abide by the following guidelines. I understand the purpose of these guidelines is to promote student safety at all times and to enhance the quality of the event. If I do not follow these guidelines I understand that I may not be allowed to drive/chaperone students in the future.

As a chaperone/guest I will:

- Have completed the VIRTUS program
- Not allow strangers to interact with the children in my care
- Watch for behavior warning signs in all people children in my care come in contact with
- Follow the driving route given, not making any stops that are not scheduled for the trip
- Call given numbers in case of an emergency
- Not use a cell phone while driving
- Avoid personal cell phone calls during the trip
- Not purchase treats or gifts for the children in my car/group
- Have all children wearing seatbelts
- Expect appropriate, polite behavior from students at all times
- Report any discipline problems to the teacher in charge. I will not discipline children other than using means to insure immediate safety. Anything else becomes the responsibility of the teacher.
- I will be considerate of music selections in my vehicle. We ask you to keep in mind that while one parent may approve of a certain song or artist, another may find the selection inappropriate. (A good rule of thumb is to answer whether or not we would allow it to be played in the classroom.)
- Follow guidelines/directions set by the teacher for all trip participants.

MAP / DIRECTIONS: Note any special areas such as detours etc.

GROUPINGS: Please **list all students and all adults** according to groups. This allows all adults to account for all children at all times. Use nametags when necessary.