

FORM A

**** Must be submitted to the Transportation Supervisor at least one week prior to the trip***

**LEVEL 1 & 2
FIELD TRIP NOTIFICATION FORM**

School _____

Purpose of trip _____

Date of trip _____

Destination _____

Comments /
Itinerary _____

Bus Driver _____

of vehicles required _____

Time of departure _____

Approximate time of return _____

of students conveyed _____ Grade(s) _____

Staff supervisors _____

Other supervisors _____

Parent has signed Form B _____

Parent has been provided with details of the
activity _____

PRINCIPAL's APPROVAL

Principal's Signature

Date



FORM B

LEVEL 1 & 2 EXTRA/CO-CURRICULAR CONSENT FORM

Dear Parent/Legal Guardian;

The following is a general consent form that must be signed by legal guardians if your student is to participate in Extra and/or Co-curricular activities.

I _____, the legal guardian of _____,
Please Print Please Print

a child attending the _____ School, hereby consent to having my son or daughter participate in trips throughout the 202__/____ school year. The trips will be adequately supervised and operated under the authority of the Prairie Land Public School Division. I am aware that the trips may involve transportation to locations away from the school and expect a reasonable standard of care and attention to be exercised by the school division during the trips.

Please return this general consent form to the school.

NOTE: * If exceptions are required, the principal must be informed at least one day prior to the event.

Parent/Guardian Signature

Date

FORM C

LEVEL 3
HIGH RISK / EXTENDED TRAVEL TRIP APPLICATION AND APPROVAL

This application can be sent with planning documents to follow. Trips will not be approved until planning guide is complete. This form should be submitted to the Superintendent at least 4 months prior to the trip when possible.

Date application made _____

Name of group / team _____

School applying _____

Place to be visited _____

Depart on (date) _____

Return on (date) _____

Transportation arrangements _____

Educational guidelines completed	(√) yes ___ no ___	Copy attached	(√) yes ___ no ___
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Safety preparation completed	(√) yes ___ no ___	Copy attached	(√) yes ___ no ___
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Signature of Teacher / Leader

APPROVED BY

School Principal
(all field trips require Principal's approval)

Superintendent – on behalf of the Board

Date approved

Date approved

FORM D

LEVEL 3
HIGH RISK / EXTENDED TRAVEL TRIP EDUCATIONAL GUIDELINES

To be completed and submitted to the Superintendent at least three (3) months prior to activity. Recommended notice is a minimum of four (4) months.

Teacher /Leader _____

Description and Objectives of Activity _____

Activity fits into the _____ curriculum.

Please explain curricular fit.

Supervisors/instructors: number _____

Names	Qualifications	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If more attach list)

Student Behavioral Expectations: it is expected that students will:

Number of Students Participating _____ Grades _____
Number of Students per Supervisor _____

Parent permission forms will be distributed on _____
(Date)

To be returned by _____
(Date)

Parents notified of risks involved: (✓) yes ____ no ____ Copy attached: (✓) yes ____ no ____

FORM E

LEVEL 3
HIGH RISK / EXTENDED TRAVEL TRIP FIELD TRIP SAFETY ASSESSMENT

School _____

Field Trip _____

1. Is the activity suitable to the age, mental and physical condition of the participants?
☐ YES ☐ NO

Explain _____

2. (a) Have the participants been progressively taught and coached to perform the activity properly to avoid the dangers inherent in the activity?
☐ YES ☐ NO

Explain _____

- (b) Do lesson plans indicate this?
☐ YES ☐ NO

Explain _____

3. Is the activity compliant with the standards that have been established for it and where applicable is the equipment adequate and suitably arranged?
☐ YES ☐ NO

Explain _____

4. Is the activity being supervised properly for the inherent risk involved?
☐ YES ☐ NO

Explain _____

Teacher/Leader _____

Principal _____