

Extended Field Trip Form – Information to Include in Parent/Guardian Letter

The following information must be included in a letter for parents for all excursions:

- Dates for the trip
- Location for the trip
- Time of departure and time when students will return
- Method of travel
- Activities that the students will engage in
- Itinerary
- Curriculum links that are addressed in these activities (please do not copy and paste the curriculum guide...give a general overview of how the trip meets curriculum expectations)
- Identification of risk factors (as outlined by OPHEA guidelines and OSBIE risk identification)
- Statement as to how risk will be mitigated and expectations for students in order to mitigate risk (e.g., all students must take a ski lesson from a qualified instructor before being permitted to engage in independent practice; students must participate in a swim test)
- Statement of what students must bring with them (e.g., ski helmet, outdoor clothing, etc.)
- Discussion of how sleeping arrangements will be organized if this is an overnight excursion
- Discussion of how students will be supervised during the excursion, including overnight (volunteers should not be supervising students during overnight hours);
- Statement that all volunteers have a criminal reference check for the vulnerable sector
- Discussion of what will occur should a discipline problem occur during the trip (including the possibility that parents will be required to come and get their child)
- Statement that for out of country trips, travel advisories for the region will be monitored and should an advisory indicate that travel to the region is not safe, the trip could be cancelled, up to and including the day of the trip.
- Information about insurance coverage for trip cancellation or accidental medical coverage for students.
- Some overnight excursions may require a parent/guardian meeting to discuss trip before the trip occurs.