

Supervision

The Educator in Charge will provide direct supervision during this educational trip and endeavor to ensure a safe environment for all. Additionally, the supervisors listed below will provide supervisory support:

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Transportation

The following mode of transportation has been planned for this educational trip:

Type: • bus public transportation • private vehicle • airplane • other: _____

If students are being transported in private vehicles, this will be done in accordance with Administrative Procedure 563: [Student Transportation by Volunteer Drivers](#).

Accommodation

The Educator in Charge will arrange for accommodation that best meets the needs of the educational trip. Students must use the accommodation arranged by the trip sponsors to ensure safety, efficiency and reasonable accident liability. The accommodation planned for this trip is as follows:

Name and Type of Accommodation : _____

Address of Accommodation: _____

Budget

The following is a breakdown of the educational trip expenses:

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Accommodation	
Travel Insurance	
Other _____	
Total Expenses:	\$

Cost Per Student	
Total Expenses	\$
Fundraising	\$ -
PAC Support	\$ -
School Support	\$ -
Total Cost:	\$
Number of students:	÷
Cost Per Student:	\$

Medical Information

All students must submit a completed medical form with parent/guardian signature in order to participate in an educational trip. The information provided on the medical/emergency contact information form is critical for guiding appropriate medical responses if needed.

A “basic needs” first aid kit will travel with the group. Student Emergency Procedure Plans/medical supplies will be brought for participating students with life-threatening medical conditions (e.g., anaphylaxis). Students with specialized medication(s) or conditions must be able to responsibly look after their regular, daily medical needs without specialized assistance. Where regular urban emergency medical assistance is available, it will be used when necessary. Where regular urban emergency medical assistance is not available, special provisions for emergencies will be addressed by available staff.

Emergency Planning/Cancellation

A. Trip Cancellation

If an educational trip requires the payment of a deposit and/or monies either in advance of the educational trip or during the educational trip and the educational trip is cancelled or altered due to unpredictable circumstances, neither the school nor the Board shall be liable for any refund, either in part or in whole.

B. Medical/Travel/Cancellation Insurance

Group medical/travel/cancellation insurance may be arranged for educational trips. Where group coverage is not provided, it is up to parents/guardians to ensure that their child has the necessary medical, accident, cancellation and/or liability insurance.

C. Emergency Communication and Return Plan

An Emergency Communication and Return Plan will be developed for this educational trip. The plan will include an Emergency Communication Information Sheet, which identifies communication procedures in the event of an emergency, and names a primary Board Employee sponsor/supervisor contact in attendance on the educational trip, and one primary school district staff contact who is not in attendance on the educational trip. The Emergency Communication Information Sheet will also include contact information for hotels/hosts. A copy of the Emergency Communication Information Sheet will be provided to all parents/guardians, students and chaperones in advance of the trip departure.

In the event of student injury, parents/guardians will be notified. For all incidents involving injury, supervising school personnel will record details of the incident and, as soon as practicable, complete an Incident Report submission.

Travel Risks

There is a degree of risk in all daily activities and this risk can be higher when students are away from the safety and supervision of the school setting. It is impossible to itemize every possible element of risk associated with an educational trip, however, we ask that you familiarize yourself with the risks and circumstances described below.

A. Unpredictable Events and Medical Emergencies

Circumstances can change due to unpredictable events such as natural disasters, medical emergencies or human conflict. Parents should familiarize themselves with current information regarding travel risks by visiting Foreign Affairs and International Trade Canada’s website at www.travel.gc.ca prior to the date of travel.

In the event that a significant security, safety or health issue arises before the educational trip commences, or while the educational trip is in progress, the educational trip will be cancelled. If the educational trip has commenced, students and supervisors will return as soon as possible, unless the Superintendent or his designate determines there are no significant security, safety or health risks, or that remaining out of the province is a safer option than immediate return to New Westminster.

Notice of Risk

While all field trips entail an element of risk, some outdoor and physical activities involve added risks. Minimizing and managing this risk is a paramount consideration for the District in selecting, planning, organizing, and conducting student field trips. Those field trips that do involve student participation in higher risk activities require different levels of care, conduct, communication, and consent. It is important that students and their parents understand those risks, and notify the School D

- I understand that students who participate in the Activities are expected to follow safety and other rules and directions provided by School District staff, and that any student who fails to follow such rules may not be permitted to participate in the Activities and may be required to return home. In such a case, the School District reserves the right to seek recovery from parents/guardians of any added travel or other expenses incurred.
- I agree to the disclosure of my child's personal information, including medical information, by IC8d in ool n losu(