



## EDUCATION CENTER

### **Field Trip Policy**

Field trips are taken at Faith Outreach Education Center for educational, recreational, or entertainment purposes. A “field trip” is any event in which the children of Faith Outreach are driven off of the premises as a group, under the supervision of the F.O.E.C. staff. The following rules will govern all field trips.

1. Each trip must be approved in advance by the Principal.
2. With each child must be this signed policy form as well as an individual dated and signed permission slip specifying the particular activity. These permission slips will be placed on the vehicle before leaving the premises.
3. Whenever possible, children will stay together as a group. Playgrounds, skating rinks, etc. are notable exceptions.
4. At least two adults should accompany every trip.
5. Children riding in vehicles must wear safety belts when the vehicle is in motion.
6. As always, children are to be addressed and disciplined in a manner that is courteous and respectful.
7. Chaperones must phone the center if a group is going to be any more than 10 minutes later than the scheduled time of return.
8. All chaperones must be approved. A “chaperone” is any adult that is with the children or other adults accompanying the trip. Chaperones should adhere to FOEC dress codes.
9. All children will be expected to wear their uniform and the designated School T-shirt that will be purchased at the beginning of each school year.

\_\_\_\_\_ has my permission to go on approved, supervised field trips with Faith Outreach Education Center.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Daytime Phone)

\_\_\_\_\_  
(Doctor's Name)

\_\_\_\_\_  
(Doctor's Phone)

\_\_\_\_\_  
(Health Insurance Carrier )

\_\_\_\_\_  
(Policy or ID number)