



# FIELD TRIP PERMISSION FORM

AP 260 Field Trips

Dear Parents/Guardians, this is to inform you that we are planning the following field trip. Please retain Section 1 for your reference and return Section 2 to the appropriate supervisor.

### SECTION 1: Field Trip Information (to be completed by the Field Trip Supervisor)

Name of field trip	School
Terry Fox Run	Clover Bar Junior High (7-9)

Today's date	Trip Supervisor/Staff Liaison (if not a staff member)	Position
September 13, 2018	Mr. Benson	Teacher

Description of field trip

Students will participate in the Terry Fox Run by fundraising, walking, running, biking, rollerblading and enjoying a hot dog sale.

Departure Date	Time	Return Date	Time	
Thursday, September 27, 2018	10:45 AM	Thursday, September 27, 2018	12:05 PM	<input type="checkbox"/> Add a row
				<input type="checkbox"/> Remove a row

Subject/Block	# of Students	Grades
Block 3 & 4	400	7-9

Other supervisors (indicate if supervisor is a teacher, classified staff, parent or other volunteer)

CLB Staff, Volunteers & RCMP

Destination(s), include the address whenever possible

Terry Fox Route : See attached document

Purpose of the trip (include curriculum/program alignment)

Terry Fox Fundraiser

Activities

Walk  
Bike  
Run  
Rollerblade

Risks and safety precautions

Staff Supervision on Route  
Clear Instructions on Route

Transportation arrangements

See Above

Special clothing or equipment required

Weather Appropriate Clothing  
All safety equipment for Bikes & Rollerblades

If your child has any **allergies or medical conditions** which require special consideration, please contact the school at

**Request for Volunteers** (Field Trip Supervisor please indicate if volunteers are needed and provide a description of duties)  Yes  No

Description of volunteer responsibilities

Help Supervise along a portion of the Terry Fox Route

### Payment Information

Amount/cost for field trip  or  Amount/cost is included in grade/course field trip fee

School fee information for the 2017-18 school year is expected to be posted on the PowerSchool Parent Portal by early **October**. All fees are due within 30 days of being posted. To access your fee information, simply log in to the [PowerSchool Parent Portal](#) and go to "Student Fees." There you can view your fees and pay them online using Visa, MasterCard or INTERAC Online - when available from your financial institution.

How will refunds be issued? (Refund Statement - AP 505)

### Freedom of Information and Protection of Privacy - Notification of Use

The information collected on this form is for the purpose of coordinating field trips in EIPS, including tracking permission and maintaining accurate emergency contact information. This personal information is collected pursuant to the provisions of the *School Act* and Regulations thereto, and the *FOIP Act*, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204, or your school principal.

**SECTION 2: Parent/Guardian Approval** (Students will be required to follow all applicable school rules for the duration of the trip.)

If this form is not completed and returned to the school, it will be considered that you have **NOT PROVIDED CONSENT** for your child to participate in the field trip as described above.

Field Trip: Terry Fox Run

Trip Supervisor/Staff Liaison: Mr. Benson

I \_\_\_\_\_ allow, \_\_\_\_\_ to participate in this field trip.

Parent/Guardian Signature

Date

**Emergency Contact Information**

Emergency contact name

Home phone

Work

Emergency

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Yes, I able/available to volunteer on this field trip as described in section 1.

Name

Phone

Email

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