



Cornerstone Academy

Field Trip Parent Information Form

Field trips are an important part of the education of Cornerstone students. The following policies have been written to promote and enhance the educational goals of the trip. Please read, sign, and return the following policies and procedures to your child's teacher.

General Field Trip Policies:

1. Teachers or the Classroom Parent will make arrangements for all field trips including transportation of participants and collections of payments.
2. A minimum of three weeks' notice will be given for all field trips.
3. **Field trips are intended only for students enrolled in this class.** Siblings who also attend Cornerstone Academy may not attend this field trip. Siblings ages 4 and under will only be permitted.
4. Teachers or Administration will determine if a field trip should be canceled due to inclement weather or other circumstances.
5. Teachers, students and chaperones represent Cornerstone Academy with their actions, physical appearance, and interactions with others. Speech, dress, and appearance must be in line with Cornerstone's mission, vision, and student code of conduct, as well as all guidelines put forth in the student handbook.

Volunteer Driver Policies:

1. Volunteer drivers must be pre-approved by administration and complete the bottom portion of field trip forms under Chaperone Driving Availability and submit pictures of their driver's license and car insurance to both their child's teacher and our office via email.
2. Chaperones and volunteer drivers should alert teachers immediately if their plans change and they are no longer able to join the field trip and/or transport students.
3. Teachers will supply drivers with addresses to all destinations and cell phone numbers for all chaperones and teachers attending the field trip.
4. Each vehicle will have at least two adult volunteers.
5. Drivers are not permitted to divert from the field trip itinerary for any reason other than physical emergencies.

Student Dress Code for Field Trips:

All students will wear either their school uniform or the designated field trip attire.

Parent/Guardian Signature

Date

Print Parent/Guardian Name



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Field Trip Permission Form

Student Permission

My student, _____, attending the field trip to _____ (destination) on _____ (date) with _____ (class/grade) from Cornerstone Academy:

- ☐ My student has permission to attend.
- ☐ My student does not have permission to attend.
- ☐ I would like to attend and chaperone the field trip with my student.

Chaperone Driving Availability

If you are attending and chaperoning the field trip, please let us know if you are able to drive other students in addition to your own child:

- ☐ I am able to drive other students to and/or from the field trip.
- ☐ I am not able to drive other students.

If you checked "I am able to drive other students," please complete the following:

Parents driving students other than their own are required to have a \$100,000/\$300,000 liability policy.

Driver's License Number: _____

Driver's License State: _____

Car Insurance Company: _____

Car Insurance Policy Number: _____

Important: Please also submit a photo of your driver's license and a photo of your car insurance card to the following email addresses:

- Teacher email _____
- office@ca.school

Signature

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Teacher / Field Trip Coordinator Information

Name, Cell Phone Number, Email Address:

