

## **California Montessori Project** **Field Trip Policies and Procedures**

Field trips are an essential component of the Montessori curriculum. Students are given the opportunity to utilize knowledge gained in the classroom and apply it through experiences in the greater community. Field trips are age appropriate and are linked to the curriculum as much as possible. It is not unusual for an elementary or middle school class to attend a field trip approximately once every six weeks.

### **Field Trip Participation, Costs and Payment Options:**

Student behavior may be a factor in deciding if a child is to participate in a field trip. Parents will be contacted in advance to discuss any issues and to determine other options.

Parents who do not wish for their child to attend a particular trip should discuss their reasons with the teacher, as the purpose of the field trip is to expand on the students' academic experience. Any child not participating in a field trip must attend school that day. The teacher will arrange for your child to do their work in another classroom.

All students are to have equal access to the field trips as a part of the curriculum. CMP realizes that the more costly field trips may be a financial burden for some families. Therefore, the Campus Advisory Council has authorized fundraising efforts to offset field trip costs.

Because these funds are limited, we ask parents to help out with the field trip costs by contributing the cost per student listed on the permission form by doing one or more of the following:

- (1) Pay the full cost per student at the time it is due.
- (2) Divide the total amount into smaller amounts, making several payments until the full cost per student is paid.
- (3) Participate in classroom/campus fundraising.

All students have access to field trips regardless of ability to pay; however, a teacher may need to cancel a field trip if there are not enough funds generated by parental contributions and fundraising. If you would like to participate in fundraising efforts please contact campus administration.

### **Permission Forms:**

Due dates for permission slips are to be strictly enforced, and a child will not be permitted to attend the outing without a signed form. Parent/guardians are required to provide an appropriate car seat if their child is 8 years of age or younger, and/or smaller than 4'9" according to California State law.

The educational experience of the field trip is always to be emphasized over a commercial one. However, in some instances, bringing spending money will be appropriate and will be stated as such on the permission/ information sheet.

**Parent Participation on Field Trips:**

Parent/guardian participation plays a key role in the success of field trips. Fundraising is encouraged to help offset the cost of some trips, and parents are asked to drive students and assist with chaperoning. All adults chaperoning and/or driving on field trips must meet the age requirements and fulfill screenings to ensure the safety of the children.

The age requirements for drivers and chaperones are:

- 21 to chaperone CMP field trips
- 25 to drive students on CMP field trips

**Please note that any adult without these clearances may not attend the field trip,** and they must be on file in the campus office:

- Cleared Live Scan finger print report from the Department of Justice for the California Montessori Project (to be completed only once)
- Cleared TB test result (required every four years)
- Attendance at the Parent Education session: “7 Habits of Highly Effective Volunteers”

Parents driving students on field trips, including their own child(ren), are required to provide the following:

- Proof of Insurance: due at the beginning of each school year or at time of renewal for all drivers, including parents driving their own child. When driving other children a \$100,000/\$300,000 liability per person/occurrence is required. (Note: many insurance companies will charge a minimal fee for increasing the liability amount for one day). A parent driving only their child must show proof of insurance meeting the California legal liability limits of 15,000/30,000.
- Copy of valid Driver’s License: due at the beginning of each school year for all drivers.
- Copy of Vehicle Registration: due at the beginning of each school year for all drivers.
- Driver’s History Report: due at the beginning of each school year for all drivers, including those who will only be driving their child. Reports indicating past violations will be sent to CMP Central Administration for review and for a decision on parent driver eligibility. (Note: On-line DMV and insurance company reports are not certified and do not meet CMP requirements.)

Please refer to the driver history reports:

- Form H-6 – DMV 10 Year Driver History Report: due once when requesting to drive on a CMP field trip, or upon request. You may obtain this report by:
  - Visiting your local DMV office (make an Appointment for faster service)
  - Paying the fee
- Form K-4 – DMV 3 Year Driver History Report: due in subsequent years after submitting Form H-6, or upon request.
  - Visiting your local DMV office
  - Paying the fee
- INF 1125 – If going into a local field office is not convenient for you or you are out of state, you may request your record by mail by completing the INF 1125 form available on the DMV website. This form produces a DMV 3 Year Driver History Report which is accepted in subsequent years after submitting Form H-6, or upon request.

Drivers will be given a Field Trip Packet with student information, directions and other pertinent information for the trip, and a list of all field trip policies and procedures. **We ask that drivers read this packet carefully to avoid any misunderstandings.** **Note:** Student information is confidential and should only be accessed in the event of an emergency.

**Teachers are responsible for oversight of the entire group and for facilitating the excursion.**

Adults participating in the field trip are asked to assist wherever needed and are expected to chaperone the group of students they have driven, as well as be aware of safety concerns for all students. Drivers must drive directly to and from the field trip destination. Stops for food, gasoline (except in the instance of a long distance trip), and other activities outside of the trip itinerary are not permitted. Personal errands are not permitted at anytime.

CMP policy states that only movies rated “G” may be shown without parental permission. Parents with DVD players in their vehicles are therefore asked to follow this policy when driving on a field trip.

As per the CMP Code of Conduct, parents are asked to avoid discussing students with others. Discipline issues should be brought to the teachers’ attention for appropriate follow-through. Other concerns regarding the field trip should be brought to the teacher or campus principal.

**Siblings:**

As stated previously, field trips are an important part of the educational experience. Field trips are grade level and curriculum specific, and children anxiously await their opportunity to attend these special events. For this reason, we ask that siblings attending CMP not be included in their sister or brother’s field trip experience. Although it may be enjoyable to attend an extra field trip, attendance in his/her own class is of utmost importance. Prior approval may be granted by the campus principal for extenuating circumstances two weeks or more before the occasion.

Siblings not attending CMP may be granted permission by campus principle to attend based on the appropriateness of the event. Please keep in mind when deciding to participate in a field trip that handling a younger child may be a detriment to proper supervision of the students, therefore you will not be considered a chaperone on the field trip.