

**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 for each classroom to offset field trip costs and support scholarships.

Because these funds are limited, we ask parents to help out with the field trip costs by doing one of the following:

- (1) Pay the full fee at the time it is due.
- (2) Divide the total amount into smaller amounts, making several payments until the full amount is paid. The full fee will be paid when due by the school and then reimbursed with the payments.
- (3) Participate in classrooms fundraising, or those in the greater community, such as carwashes or working Bingo nights.

Parents may request a scholarship; however, a teacher might need to cancel a field trip if there are not enough funds generated by parental payments and fundraising. Assistance Applications are available in the school office. All requests are kept confidential by school administrative personnel. Parents will be contacted by administration to discuss participation in fundraising efforts.

**Permission Forms:**

Approximately one month prior to a field trip, parents will receive a permission form which states the destination, fees, and other pertinent information.

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 unable to drive their own child on the field trip are required to leave an appropriate car seat if their child is 6 years of age or younger, and/or 60 pounds or less.

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 attending field trips must fulfill screenings to ensure the safety of the children.

**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”

In addition, to receive parent participation hours by driving students, the following is also required:

- 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.
- 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.
- DMV 10 Year 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 cover only 5 years; therefore these do not meet CMP requirements.)

Your DMV record is available to you during normal working hours. You may obtain a report by:

- Visiting your local DMV office (make an Appointment for faster service)
- Completing a Request for Driver Record Information form INF 1125
- Showing identification
- Paying the fee

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. Complete the INF 1125 form available on this web site or prepare a written request, including your name, date of birth, social security number, California driver license number, and your signature, along with a check or money order for \$5, and mail to:

Department of Motor Vehicles  
Office of Information Services  
Public Operations Unit G199  
P. O. BOX 944247  
Sacramento, California 94244-2470

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.

**Chaperone Responsibilities & Expectations:**

These enriching field trips would not be possible without the support of our parent chaperones. It is a responsibility that should be taken very seriously, as chaperones are responsible for the safety of other children.

Being safe on a field trip means:

- Chaperones are expected to have supervision over their designated group at all times. In the event a parent needs to take a break, to use the restroom for example, another cleared chaperone should be asked to watch their group during that time.
- Chaperones are asked to be aware of all CMP students on the trip. The safety of the children is everyone’s responsibility.
- On overnight trips, chaperones are expected to have supervision of their group during all waking hours. Chaperones should be available to assist with a student or students in the event of an issue or emergency during the night and be capable of alerting the classroom teacher if necessary.
- No alcohol is to be consumed for the duration of the field trip. If a chaperone is taking prescription or non prescription medication that would alter a person’s state of being, the chaperone is required to inform the teacher prior to the trip. In some instances, this may prohibit a parent from chaperoning on the trip.

Being Respectful on a field trip means:

- Follow the lead of the teacher and model appropriate behavior at all times.
- Treat all students with grace and courtesy.
- Confidentiality must be observed at all times.
- Adults are to dress appropriately for the trip: proper foot wear, properly fitting clothes that are neither too tight nor too loose and that cover the body adequately.

**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 principal and executive director for extenuating circumstances two weeks or more before the occasion. Siblings not attending CMP may be granted permission 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.