

Lower School Field Trip Request Form & Protocol

All field trips must first be approved by the Faculty Chair a minimum of 10 days prior to the trip. Once approved, Ariana Metzler will alert the appropriate departments as outlined below.

Request Date: _____

Teacher: _____ Grade: _____

Trip Destination: _____

Date of Trip: _____ Departure time: _____ Return time: _____

Number of Students: _____ Number of Chaperones: _____

TOTAL number of people attending/being transported: _____

Transportation*: Waldorf Bus(s) Charter Bus Public Transportation
-Small Bus = 14 (not including driver)
-Large Bus = 20 (not including driver)

** Parents are never allowed to drive other students to/from school sponsored events.*

Notes (students should bring money for lunch, water bottle, drawing pad, sack lunch, etc.):

Procedure:

- Approval:** Kelly O'Halogan, Faculty Chair
- Approved Form To:** Ariana Metzler, Faculty Chair Assistant will notify:
 - Financial:** Ramona Owens – if needed to pay for trip etc.
 - Transportation:** 1) Fred Rhoads – Waldorf Bus(es) *or*
2) Ramona Owens – Charter Bus
 - Health:** Cathy Gorman – Health Forms/First Aid Kit/Allergy Info.
 - Communications:** Kevin Padilla - Permission Slip, add trip to calendar
 - Communications:** Kevin Padilla/Kathy Bossuk - E-mail parents
 - Cafeteria:** Aviva Gill