

## CORRESPONDANCE WITH PARENTS

Correspondence with parents regarding travel outside of Alberta must include the following:

- The purpose and objective of the trip
- The date and location of the trip
- A basic itinerary outlining any particular outdoor activities, sports, or events that the students will participate in
- The estimated costs of the trip, including spending money
- Notification that the Board assumes no responsibility for any financial loss or personal expenses incurred due to the cancellation or alteration of any field trip or excursion program.
- A description to the parents of the risks involved
- A description of the type of activity or trip that is planned, and the purpose of the same
- The adult-in-charge, principal and/or superintendent have the authority to shorten, cancel or terminate an activity at any time due to security and/or health and safety concerns for students, volunteers or staff.
- A description of the number of supervisors that will be provided and who the supervisors will be.
- Transportation arrangements are to be described. What method of transport will be used?
- Provide information concerning insurance coverage
- Any rules or regulations concerning student conduct
- A description of the equipment or specialized clothing that must be provided by the students
- The date, time, and location of a **mandatory** participant and parent pre-trip meeting(s). All participants and their parents/guardians must attend. The agenda must ensure that they are fully aware of all arrangements and potential risks associated with the planned trip.
- The contact person and phone number for information, i.e. event planner, in the case of a family emergency during the trip.