

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
- Transportation arrangements
- The estimated costs of the trip, including spending money
- Any rules or regulations concerning student conduct
- A description to the parents of the risks involved
- Notification that the teacher-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. A description of the equipment or specialized clothing that must be provided by the students

