



FIELD TRIP PERMISSION FORM

AP 260 Field Trips

Dear Parents/Guardians, this is to inform you that we are planning the following field trip.
Please retain Section 1 for your reference and return Section 2 to the appropriate supervisor.

SECTION 1: Field Trip Information (to be completed by the Field Trip Supervisor)

Name of field trip	School
Track and Field Meet and EIPS Zones Meet (if qualify)	Sherwood Heights Junior High (7-9)

Today's date	Trip Supervisor/Staff Liaison (if not a staff member)	Position
May 5, 2016	Matt Shudra/James Gieringer	Assistant Principal

Description of field trip

We will be busing students to and from the event at Strathcona Athletic Park, and we will return to the school for our regular dismissal time of 3:05pm. Students are not permitted to meet us at the event, they must be on buses from the school. Please do not drop students off at SAP, students must be in their period 1 classes for attendance to start the day. All students must also return on the buses to the school, and will not be permitted to go home from the track. For any students with appointments, please park in the back of the SAP parking lot off of Clover Bar Road, and check in at the concession with Mrs. Sims for student release.

Lunch time: The track event will be considered a closed campus event, this means that students will not be able to leave the track area during the day. They can bring a lunch, or buy from the concession at the field. Students that live close by will not be able to go home for lunch.

Students that qualify for EIPS Zones will meet at Sherwood Heights on Tuesday, May 24th for 8:15 AM and will compete for the day at SAP.

Departure Date	Time	Return Date	Time
Wednesday, May 18, 2016	8:40 AM	Wednesday, May 18, 2016	3:05 PM
Tuesday, May 24, 2016	8:30 AM	Tuesday, May 24, 2016	3:05 PM

+	Add a row
-	Remove a row

Subject/Block	# of Students	Grades
All Day	520	7-9

Other supervisors (indicate if supervisor is a teacher, classified staff, parent or other volunteer)

SWH Track Day will have the entire staff at SAP; EIPS Zones Meet will be Mr. Gieringer and Mr. Olsen

Destination(s), include the address whenever possible

Strathcona Athletic Park, 1100 Clover Bar Road

Purpose of the trip (include curriculum/program alignment)

Track and Field Meet

Activities

Track events, including running, jumping and throwing

Risks and safety precautions

Proper training and practice is ongoing in PE class, proper supervision

Transportation arrangements

All students will be bused to and from Sherwood Heights

Special clothing or equipment required

Please dress for the weather, bring water, hat, sunscreen and lunch

If your child has any allergies or medical conditions which require special consideration, please contact the school at

Request for Volunteers (Field Trip Supervisor please indicate if volunteers are needed and provide a description of duties) ☐ Yes ☒ No

Payment Information

Field trip fees are: ☒ included in school fees ☐ not included in school fees and due by

Freedom of Information and Protection of Privacy - Notification of Use

The information collected on this form is for the purpose of coordinating field trips in EIPS, including tracking permission and maintaining accurate emergency contact information. This personal information is collected pursuant to the provisions of the *School Act* and Regulations thereto, and the *FOIP Act*, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204, or your school principal.

SECTION 2: Parent/Guardian Approval *(Students will be required to follow all applicable school rules for the duration of the trip.)*

If this form is not completed and returned to the school, it will be considered that you have **NOT PROVIDED CONSENT** for your child to participate in the field trip as described above.

Field Trip: **Track and Field Meet and EIPS Zones Meet (if qualify)**

Trip Supervisor/Staff Liaison: **Matt Shudra/James Gieringer**

I _____ allow, _____ to participate in this field trip.

Parent/Guardian Signature

Date

Emergency Contact Information

Emergency contact name

Home phone

Work

Emergency

*Please Note

This permission form is signed consent to transport students to and from the Sherwood Heights school track meet at Strathcona Athletic Park on Wednesday, May 18th.

As there is only one school day between our school track meet and the EIPS Zone track meet, we are also using this permission form as signed consent to transport students to and from the EIPS Zones meet at Strathcona Athletic Park on Tuesday, May 24th.

A communication will be sent home on Thursday, May 19th for all students that qualify for the EIPS Zones meet.

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