

Valley Charter Elementary School  
**Field Trip Driver/Chaperone Policy**



*Field trips are a vital and exciting part of the Valley Charter Elementary School curriculum. They bring learning to life and give children engaging experiences outside of the school campus.*

*While we can sometimes take a school bus, we often count on your help to drive and chaperone on field trips. We are grateful for your support yet we do ask that you respect our field trip expectations and policies which were created to ensure the most meaningful and safe experiences for your children.*

When driving, we request the following:

- All field trip drivers must submit applications and be approved by the Principal at least ONE WEEK prior to the field trip.
- Please arrive on time at the designated place (classroom, parking lot, etc.) and stay for the duration of the field trip unless previously arranged with the teacher.
- VCES siblings *may not* accompany parents on field trips. We recognize child care issues yet we cannot have a sibling be a distraction to our students' learning or to the chaperone's responsibilities.
- Drivers must refrain from showing movies in the car, making stops along the way, and purchasing items for children on the trip. Please be sure that your gas tank is full and that you have a snack for yourself.
- We request that drivers refrain from talking on cell phones (unless there is an emergency).
- All students must wear seatbelts (or be in booster seats). The new California Law (effective 1-1-12) requires children to be in a booster seat in the back seat of a vehicle until they are at least 8 years old or 4' 9" in height.
- Students may not be dropped off at the field trip location. Students will leave with their teacher from school so they can hear all of the learning goals and behavioral expectations for the field trip.

When chaperoning, we request the following:

- Please remember that safety is our priority at all times (parking lots, etc.).
- Please refrain from socializing loudly with others while a docent/teacher is speaking.
- Please act in a way that encourages all children to be engaged with the activities and discussions.
- Please remember that your job is to be there for all students.
- Please stay with the group the entire time. If you need to step away, please let the teacher know.

Lastly, it is important for parents to understand that teachers prepare for field trips in advance. Last minute changes add stress and complications to our best laid plans. We need your support in the following ways:

- Please do not request for your child to be in a particular car.
- Please do not drop students off at field trips.
- Please send disposable items in snacks/lunches when requested.
- Please read all forms/letters about the field trip and make a note of any dates and times.

**Parent Field Trip Driver Applications** are available in the office or on our website. All applications must be completed and approved by the Principal. The complete application includes driver information, insurance, etc. and does require a *Livescan* and a *TB Test* (required for all volunteers).