



HEARTWOOD MONTESSORI SCHOOL

Student's Name: _____

Field Trip Chaperone(s)

Driver's Name: _____

Driver's Name: _____

Each driver listed above must provide a **valid driver's license** and **proof of insurance**. These may be xeroxed at the Heartwood office or sent in by the driver(s) to office@heartwoodmontessori.com prior to the first field trip.

Policies and Procedures

- Chaperones need to check in with the lead teacher upon their arrival at Heartwood. **Please arrive a few minutes before the scheduled departure time** to collect first aid supplies and receive necessary information about the trip.
- If you are issued a first aid backpack, please keep it with you at all times during the field trip. **If any supplies are used, let your lead teacher or the office staff know** so that the supplies may be replaced.
- Your field trip packet includes directions to the field trip destination. **Please attempt to keep cars together and follow the same route as other HW drivers.** In the event of car trouble, this helps us find you more efficiently. If you realize you'll be returning later than the other drivers in your group, please pull off in a safe area and call or text your lead teacher to let them know you'll be delayed.
- **CELL PHONE USE IS NOT ALLOWED WHILE DRIVING, with the exception of navigation systems. At no time should chaperones make or receive personal calls, texts, or emails while driving.** During the field trip, please refrain from using your cell phone in view of the students, unless you're taking pictures.
- **Chaperones are responsible for the children in their car during the entire field trip.** If supervision is not needed during the program, chaperones should ensure that social conversations are conducted away from the student group.

Chaperone Agreement

I have read and understand Heartwood Montessori's field trip chaperone policies, which exist to safeguard the health and well-being of all parties. I will follow these policies on each field trip that I chaperone.

Signature: _____

Date: _____

Office Use:

Driver's License Rec'd:	Driver's License Exp:	Proof of Insurance Rec'd:	Insurance Updated:
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