

GRACE CHRISTIAN SCHOOLS POLICIES AND PROCEDURES

Field Trip Carpool Driver/Chaperone

Grace Christian Schools' students are expected to behave off campus as they would on campus. Your role is to give your undivided attention to the students placed in your care. To ensure your safety and that of the children, please observe the following guidelines:

- All drivers must have a Field Trip Carpool Driver Application Form on file in the School Office and meet the necessary requirements.
- Under ACSI Legal Department recommendations, ONLY student(s) enrolled in the school may go on any field trip. **UNDER NO CIRCUMSTANCES MAY GUESTS OR SIBLINGS ATTEND A FIELD TRIP.**
- All students must be in an age/weight appropriate carseat/booster and seatbelts must be worn at all times. **PARENTS MUST INSTALL THEIR CHILD'S CARSEAT/BOOSTER IN CHAPERONE'S VEHICLE.**
- All those attending the field trip must leave from the school and follow the assigned route to and from the field trip.
- You will be given emergency information for each child in your care, and it should be returned to the teacher at end of the field trip.
- The teacher will make vehicle assignments for students. If you have a suggestion or preference, let the teacher know ahead of time for consideration. Teachers sometimes have special reasons, that they may not be free to explain, for assigning specific seating arrangements.
- Obey all traffic laws including maintaining acceptable speed limits.
- Know exactly how many students are in your group and count, count, count the entire time. Keep a roll sheet if necessary. Be sure that all students are present before moving from one place to another.
- Turn off your cell phone during any presentations. While traveling, and on site, cell phones should be on for emergency purposes only. Do not conduct any telephone business during the field trip.
- Limit socializing, with other parents, to appropriate times and keep in mind your service commitment to the children as stated above.
- GCS Office phone number is 949-951-8683, Ext. 0. Please notify the School Office if you experience an emergency or delay.
- Please be assertive in maintaining proper student courtesy and conduct. Should student conduct become unmanageable or unsafe, alert the teacher, or other staff member, immediately.
- Stay on schedule. Get permission from the teacher if there is a need to leave early. Please make no unscheduled stops (i.e. for treats) to and from the event.
- All vehicle TV's are to be kept off. This is a great time for children to socialize and interact with one another.
- Students are to return with the same person and vehicle that transported them for this event. **EXCEPTIONS ARE RESERVED FOR EMERGENCY SITUATIONS ONLY AND CAN BE MADE BY THE ADMINISTRATION AND/OR CLASSROOM TEACHER ONLY.**