



FIELD TRIP PERMISSION

I give my permission for my child _____ to participate in field trips sponsored by Burke Presbyterian Church Preschool. I understand transportation will be by private automobile with a driver and an additional adult.

Virginia Law requires all children under the age of 8 to be in a car seat or booster seat.

I understand that Burke Presbyterian Church, Burke Presbyterian Church Preschool, its staff, and parent volunteers will not be held responsible for any accident or injury. (Please see Field Trip Rules on the back of this form.)

 Date

 Parent Signature

PHOTO RELEASE

Photos taken during normal preschool hours or on field trips may be selected for use on the preschool's website, social media pages, bulletin boards, newsletters, or ads. The purpose is to give our community a sense of the positive educational experience happening at Burke Presbyterian Church Preschool. If a photo of your child were to be selected, we would not use your child's name or any other identifiable information.

Please indicate below whether you give permission for us to use your child's photo for these purposes. Should you decide to take back your authorization later on, you may do so in writing to us.

_____ YES, I give permission.

_____ NO, I do NOT give permission.

 Date

 Child's printed name

 Parent Signature

CONTACT INFO RELEASE

At the beginning of each school year, we like to send each family home a class list with student and parent names, addresses, email, and phone numbers. This information is only shared with the students in each class and their families. We find it helps to build community and foster playdates and parties.

If you would like your information included on the class contact list, please give permission below.

_____ YES, I give permission.

_____ NO, I do NOT give permission.

 Date

 Child's printed name

 Parent Signature



TRANSPORTATION SAFETY POLICIES (Field Trips)

General

There must be at least one adult present for every four children.

Children must wear their BPCP t-shirt or name tags that have the name, address, and phone number of BPCP.

Smoking will not be allowed on field trips.

Siblings of preschoolers will not be allowed to go on field trips.

Adults shall supervise the children that have been assigned to them at all times (on the way to the designated location, at the designated location, on the way back BPCP.)

Teachers must call the BPCP office when all children have arrived at the designated place. (Individual class trips only.)

Teachers must call the BPCP office when all children are leaving the designated place and are on their way back to BPCP. (Individual class trips only.)

A First Aid Kit must be taken on each Field Trip. The Director or Lead Teacher will be responsible for this.

Children must have a permission slip signed by a parent/guardian on file in the office or they will NOT be allowed to go.

Driver and Vehicle

There must be a chaperone with the driver in every car.

Drivers must hold a valid state driver's license and must have current liability insurance (at least \$300,000 CSL).

All vehicles used to transport children must be in safe operating condition and shall display a current inspection sticker.

Drivers must obey all traffic signals and signs and speed limits.

Drivers and Director must have a list of the children they are transporting.

Vehicle Behavior

Doors must be locked when the vehicle is moving.

All car windows must be controlled by adults.

All occupants of the vehicle must use seat belts or child safety seats.

Children shall keep all body parts inside windows at all times.

Children shall use quiet voices inside the vehicle.

Food and drinks will not be consumed inside the vehicle.