

How To Do a Field Trip ☺.... Keys to using the Field Trip Packet:

1. Fill out the **Bus Request Form** in the packet and give to the office to FAX to the bus company for a quote. This will be returned to you when a cost has been determined.
2. Fill out the **Field Trip Request Form** once you have the bus cost, and return it to the Office (Principal's signature needed).
If needed, use the worksheet about how to determine the cost of a trip.
Remember to add \$0.50 to the cost for each student, then round up to the nearest dollar.
3. Fill out the **"Online Payment Set-up" form**, attach a copy of the permission slip you plan to send home to the parents, and give to the Office *several days in advance of your designated "start" date* to have it posted on time.
This works best if the fee is announced online on the same day that you send home permission slips. On the date you designate as "Start Date" an automatic online announcement will be sent out to registered parents and online payments will begin to be accepted. The online "start" date is the date you may send the permission slips home.
IMPORTANT: To avoid confusion, please DO NOT send the permission slips home until the online payment area has been set up.
4. **Permission Slips:** there is one included in the packet, but *if you make up your own form for parents to sign, you MUST (per Central Office) include the following:*
 - Online payment is available *and strongly encouraged*. Information for parents can be found at: <http://lps.lexingtonma.org/index.shtml> ...then click on: [eSchool Online Payment Center](#)...and follow the prompts to register.
 - "All insufficient funds/bounced checks are subject to a mandatory \$25 fee under Mass General Law, chapter 60, section 57A. Interest penalties of 14% may also be charged on insufficient funds/bounced checks."
 - If your child is in need of partial or full financial assistance please contact the Principal in writing directly (not the teacher) ASAP to make the necessary arrangements. If you have already been approved for THIS year's financial assistance please register at the Online Payment Center to see what your discounted payment would be for upcoming field trips, *even if you decide to pay by check at school instead of online with a credit card*. If an incorrect amount is sent to us by check, unfortunately we must return the check to you and request another check with the correct amount. This may delay securing the trip for the class.
5. Fill out the **Internal Notification** form with the information for the Kitchen/Nurse and return to the Office to distribute.
6. Fill out the **Chaperone form** and return to the office in time for CORI's to be verified. Include any staff (including Tutors, etc) you will be taking so that schedules/coverages can be arranged.
7. Fill out the **Driver Approval form** (whoever will be the extra driver for the trip) and return to the office for Principal's approval.
8. Bring all money to the office with a completed **Student Activity Deposit Form** each day. Keep a record of money you collect in the classroom – check off on a student list. Do not leave collections in the classroom, bring them to the safe in the office. No cash is ever accepted, only checks/money orders or online payments. Several teachers/amounts may be listed on one form, all with signatures. This total amount must be verified by someone in the Office, and signed for – DO NOT send this collection to the office via a student helper or leave this money on an office desk unattended.
9. Have Fun ☺