



Harvey School District 152 Field Trip Approval Form

School(s): Birth to 3 - Riley

Date of Request: August 27, 2014

Types of Field Trips: Day Trip Overnight Trip Out-of-Town Trip

Educational rationale for the field trip: CountyLine Orchard provides families with a guided tour which includes lessons on pollination, apple washing and apple picking. Each family will take a bag of apples for the family and will have an opportunity to visit the petting zoo.

Date(s) of proposed trip:	<u>September 25, 2014</u>	# of Students Participating	<u>16</u>
Staff requesting trip:	<u>Tamla Day</u>	# of Chaperones	<u>21</u>
Date/Time of Departure:	<u>09-25-14/10:00am</u>	Date/Time of Return:	<u>09-25-14/2:30pm</u>
Destination(s):	<u>CountyLine Orchard</u>	Lunch Arrangements:	<u>parents will provide lunch</u>
Source(s) of Funding:		Cost per Student:	<u>\$14.50/child w/parent</u>
Total Cost of Trip:	<u>\$262.00</u>	Type of Transportation:	<u>School Bus</u>
Number of days of school or instruction missed:		Emergency/Medical Arrangements:	<u>Children remain with parents. Parents will be given emergency contact numbers.</u>

Names of adult chaperones accompanying group:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Notes:

- Adequate male and female chaperones must be provided at a ratio of 1:10 (1 chaperone to 10 students).
- Chaperones must be approved by Principal and **must have completed a criminal background check**.
- A written evaluation of the trip must be filed in the office of the principal within three days following the field trip.
- Written permission from the parent for his/her child to take trip must be filed with the principal.
- *Field Trip Approval Form* must be submitted to the Office of Special Services:
 - Two (2) weeks for regular day trip
 - One (1) month for overnight and/or out-of-town trips

Signature of Principal /Date

Signature of Superintendent /Date (Overnight and Out of Town)

A detailed itinerary for the proposed trip must be included with the form.

August 21, 2014

Riley Early Childhood Center
16001 Lincoln Ave.
Harvey, IL 60426-

Dear Tamla Day:

Thank you for reserving your group's field trip to County Line Orchard. Below we have your current reservation information.

Thursday, September 25, 2014

11:20 AM

Apples: Picking
Pumpkins:

Visitors: 37
Guides: 2

Food Orders:

Class Packs \$20 each: 2 Time: 12:00 PM

Lunches \$4 each: 0 Time: Hot Dogs: PB&J:

Additional Information:

Tours are offered in 10 minute intervals starting at 9:00 am and ending at 1:20 pm

If more than one class is coming with you, these numbers are for the entire group (including the other teachers listed below). Please confer with the other teachers to be sure that these numbers are still accurate. If this is NOT correct or if you need to reschedule, please call us promptly so we can make the necessary changes.

Pricing

We are still offering class packs for \$20 for those of you who are interested. This year's tour prices are as follows:

School Tour with Apples or Pumpkins.....\$6.00

School Tour with both Apples or Pumpkins.....\$8.00

Other Teachers:

Kathi Hill
School Tour Coordinator
219-947-4477
tours@countylineorchard.com

CHECK IN TOTALS

School: Riley Early Childhood Center

Teacher: Tamla Day

Tour Date: Thursday, September 25, 2014

of Teachers: _____

of Aides: _____

of Chaperones: _____

of Students: _____

Please make sure your group is divided into groups of 25 people (including students, teachers and chaperones)