

## SUMMER FIELD TRIP PROCEDURES

Dear Redwood Parents,

From experience, field trips run very smoothly when everyone is familiar with the policies and expectations.

- ✧ In order to allow all children the opportunity to attend our field trips, the sign-ups will be posted at various times throughout the week. Space is limited, so sign-ups are on a first come, first serve basis. **RCKC staff may not sign up your children, nor may a child.**
- ✧ Children are responsible for their own behavior on field trips, as well as their daily behavior at Redwood. Misbehavior at Redwood or on any field trip will result in the child not being allowed to attend the next scheduled field trip. The office will have the *final decision* on whether the child will go on the field trip that day.
- ✧ All field trips must be paid for *in advance* and no later than 6:00 p.m. the *day before the trip*—**NO MONEY, NO TRIP**. There are no refunds given if your child misses the trip due to unacceptable, inappropriate behavior or absence. If you are an alternate on the list, you must still pay for the trip in advance, but your money will be refunded if we are unable to take your child on that trip. Your payments should be put in the *Field Trip Mailbox* located outside Room 1. Please put it in an envelope with your child's name on it, the name of the field trip, and amount of money enclosed.
- ✧ Children must arrive at least *15 minutes before the field trip* is scheduled to leave, as we cannot hold a seat for you, and an alternate will go instead (NO EXCEPTIONS!!).
- ✧ Please send your child with a labeled water bottle for every field trip.
- ✧ Appropriate shoes and clothing must be worn on all field trips (no sandals).
- ✧ Swimming field trips: Please send your child to Redwood with his or her bathing suit on underneath the clothes. Send a labeled backpack and towel with your child.
- ✧ Your child must have a *sack lunch* on all field trips.
- ✧ Do not ask Nancy or any Redwood Country Kids Club staff member to make an exception to any of these field trip rules. Your child will automatically not go on the field trip if we are asked to make an exception.

***Thank you!!***