



# Fairhaven Christian Academy

Strengthening the Future Through Christian Education  
P.O. Box 4246, Sunland, CA 91041 818-434-7533  
www.fairhavenca.com

## Field Trip Policy

Field trips can be an excellent supplement for your home education. Hands-on experience can bring to life many subjects. This is also a great opportunity for you and your children to spend time with friends. To ensure that your children receive maximum benefit from the excursions, think through your objectives for the field trip before you go. While on the field trip, encourage questions and participation from your children. After the field trip, remember to follow up with your children on what they observe, discussed and studied.

### **Please observe the following to ensure that all may have an enjoyable time:**

**BE ON TIME:** Many of our field trips are very time sensitive. Please allow plenty of time for traffic when planning your transit time. Please call the field trip coordinator as soon as you realize you might be late. When you arrive, please check-in with the field trip coordinator.

**NO-SHOWS:** If you have signed up for a field trip and cannot come, please call the field trip coordinator as soon as possible. If cancellations are made after the reservation deadline found on the Evite, you are still responsible for the cost of the field trip unless you can find someone to purchase your tickets. Failure to show up to any field trip that you have signed up for (regardless of cost) **without communicating with the field trip coordinator**, will result in a \$10.00 no-show fee per family, and all applicable charges for the event will be charged to your account. Outside guests will be charged the same no-show fees as FCA families. The fee will be charged to the inviting FCA family's account

**ADULTS:** We request that at least one parent attends with their child/children on all field trips. If for some reason you are unable to attend with your child/children, please let the field trip coordinator know who will be taking responsibility for them. It is a requirement that you provide a medical release form to the adult responsible for your children. (Medical release forms can be found in the back of this parent handbook)

**GUESTS:** As always immediate family members and grandparents are welcome to attend with registered FCA families. After all FCA families have had ample opportunity to sign up for the field trips that they desire to attend, provision for outside guests will be made depending on space availability. You must first verify that space is available with the field trip coordinator before signing up any non-FCA family for a field trip. Invited guests will be required to sign and to adhere to FCA's Code of Conduct and the specific rules of the particular field trip being attended. Any conduct issues or violations that occur will preclude the individual and/or family from attending future events. Outside guests are welcome to join us at designated events. The no-show policy also applies to invited guests.

**BABIES/TODDLERS:** On most field trips babies, toddlers and preschoolers are welcome. However, some tours may not allow small children due to insurance requirements and/or other reasons. Information regarding restrictions for small children will be made known at sign-up time for the respective field trip. If you do have a little one who is distracting the group or tour guide during the field trip, we ask that you take your child away from the immediate area.

**POLICY EFFECTIVE SEPTEMBER 2009:** Families that are two months or more behind on tuition may be disqualified from field trips that require a fee until they become current.

**Please sign to indicate your agreement with the above.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_