



College Heights Christian School

Field Trip & Volunteer Policy

Purpose

College Heights Christian School (CHCS) values the partnership of parents and community members in supporting meaningful learning experiences both on and off campus. This policy ensures that field trips and activities are safe, organized, and beneficial for all students while maintaining clear expectations for volunteers and families.

Volunteer Approval

- Only **approved and vetted volunteers** may attend field trips or school activities as sponsors.
 - Volunteers must have the following on file at the CHCS office:
 - Completed **Volunteer Application Form**
 - Current **Criminal Record Check** and **Vulnerable Sector Check** (within the past 3 years)
 - CHCS will reimburse any cost for these checks when the volunteer request letter is presented at the RCMP detachment.
 - Once approved, volunteer names are shared with teachers, who select sponsors from this list.
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Volunteer Assignment

- Teachers will **confirm parent helpers prior** to the trip.
- Only the assigned number of sponsors required for the trip will be permitted.



- **Unannounced/extra parents** arriving at the field trip location cannot be added as sponsors.
- Teachers will clearly communicate to parents who the sponsors are for each trip.

Rationale: Extra or unassigned parents can disrupt group management, divide student attention, and create safety concerns.

Student Transportation

- Students are expected to travel with the group to and from the field trip by bus.
 - If a student will be picked up from the trip location by a parent:
 - Please make special arrangements with the school office ahead of time if you plan to pick up your child from the field trip location. This helps us ensure the process is safe and well-organized.
 - If a parent arrives **more than 10 minutes after scheduled departure**, the bus will leave with the student on board.
 - A bus will remain on site at all times during the trip to ensure reliable and safe transportation.
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Responsibilities of Volunteers

- Follow teacher direction at all times.
 - Supervise the students assigned to your group and ensure they stay with you.
 - Refrain from making independent changes to group arrangements.
 - Support the educational and safety goals of the trip by keeping focus on the students, not on personal sightseeing or visiting.
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Communication

- All communication regarding student groupings, supervision, and bus arrangements must come **through the classroom teacher**.
 - Parents and volunteers are expected to respect teacher leadership in planning and implementing field trips.
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Appreciation

CHCS deeply appreciates the time, commitment, and care our parents and community members bring to school events. By following these procedures, we can ensure safe, well-organized, and successful experiences for all students.

If you haven't yet completed your volunteer application form at the office, please take a moment to do so soon.

September 4, 2025