



2025-2026

Field Trip Policies & Procedures:

GENERAL:

1. 8 field trips will be offered for the 2025/26 school year
2. PEP students are expected to attend all 8 field trips.
3. SRP students are expected to attend 4 field trips of their choosing and in consultation with the teacher.

A note on Field Trips: These field trips are generally curricular or co-curricular in nature and as such are a part of the PEP & SRP learning programs here at WAS. This being the case, attendance is expected as if it was a regular weekly school/class day.

REGISTRATION:

1. Before attending field trips, a parent or legal guardian must register and fill out the Acknowledgment of Risks and Informed Consent Form for their student before the posted registration deadline.
2. **NOTE: Late registrations will not be accepted.** (very limited exceptions, if any, will be determined by the Principal.)
3. **Family Attendance on Field Trips:** Most often we are excited to offer our Field Trips as PEP & SRP family events. **Parents and siblings of PEP/SRP students** are encouraged to attend under the following conditions:
 - a. Payment associated **Field Trip Fees** to wasfees@westwind.ab.ca. (Parent(s) and non PEP/SRP students/children who are accompanying the PEP/SRP student)
 - b. Provided there is room at the specific venue.
 - c. Provided there is room on the bus.
 - i. If there is no room on the bus, parents have the option to drive themselves and their own children as per [Westwind Administrative Procedure 565](#).
 - ii. **NOTE: it is not permissible for one family to transport another family's children to a school event.** (exceptions to this may be permitted only if the school is provided with a signed letter of permission from the 'other' children's parent(s) AND proof of \$2,000,000. (2 million \$) liability insurance on the transporting vehicle. These must be submitted two weeks prior to the field trip.)
 - d. Provided that an Acknowledgement of Risks and Informed Consent Form is filled out for each individual attending the field trip.

- e. Non-PEP/SRP children/youth must be accompanied by his/her/their parent or legal guardian - PEP/SRP teachers are only responsible for the supervision of PEP/SRP students.

FIELD TRIP DAY: (Important Information)

1. Ensure your child is equipped with the appropriate items needed for the field trip. This may include lunch, water, snacks, appropriate clothing, or any other trip specific item(s) as communicated.
2. **NOTE:** The field trip bus will leave at the communicated departure time.
3. Should children miss the bus, parents have the option to drive their own student(s) to meet the field trip at the venue.
4. Should parents wish to have their student(s) picked up from the field trip venue, rather than taking the bus on the return portion of the trip, the following must occur:
 - a. A signed note to the child's teacher from the parent/legal guardian stating the individual who will be picking up the student.
 - b. Before leaving the venue, the individual picking up the student must check in with the teacher.
 - c. If the individual has not arrived by the time the bus needs to leave, the student(s) will board the bus and be brought back to the appropriate school campus.
5. **NOTE:** Due to division policy and bussing safety, buses will not make alternative pick up and/or drop off arrangements. Buses will endeavor to leave the campus location and proceed directly to the field trip venue(s) and then directly back. Appropriate washroom and food pit stops will be provided along the way.

See also: WWSD [Administrative Procedure 261](#): **CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES & TRAVEL WITHIN ALBERTA**