

# SPCHEA

## Field Trip Guidelines

The following guidelines are to help ensure a pleasant trip for all participants. Please abide by these guidelines at all SPCHEA Field Trips.

1. SPCHEA field trips are for current SPCHEA members and their families. Guests of SPCHEA are welcome and are asked to follow all guidelines.
2. Arrive 15 minutes before scheduled time.
3. R.S.V.P. is often necessary for certain field trips. Please follow the instructions given in the newsletter and honor the deadline stated.
4. Some hosts require an age range limit for participants. Please be considerate of the age range listed. In some cases, you may not be allowed to attend a trip with younger children (often due to safety regulations). Please make childcare arrangements when necessary.
5. A parent, or appointed party, must attend the field trip with students. Parents are responsible for their students. **DO NOT DROP OFF STUDENTS AND LEAVE.**
6. Students should practice self-discipline. Students should raise their hands if they have questions and be polite. Please encourage your students to be quiet, courteous and respectful.
7. Clothing should be neat, clean, and appropriate for each field trip.
8. Nametags are encouraged.
9. Thank you notes to our host are a nice touch after a field trip.
10. If you R.S.V.P. for a field trip, and then are unable to attend, please contact the coordinator as soon as possible so that your space may be given to someone else.

Please remember that all coordinators are volunteers. Please be courteous and have any requested information available when you call to R.S.V.P.