

## **Immanuel Bible Church Home Educators Field Trip Guidelines**

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### **Field Trip Registration:**

Specific registration information for each field trip is provided in the IBCHE newsletter and via our Etree email messages. A sign up deadline will be announced for each trip and no reservations will be taken after that time. However, a waiting list will be maintained in the event of cancellations. Cancellations must be timely to afford families on the waiting list a fair chance to attend.

### **Payment Information:**

If a paid field trip, payment is due at the time of sign up. Please pay with check (payable to IBC Home Educators) or bring exact change. If you must cancel, a refund will be provided when possible. Refunds are dependent upon whether or not prepayment was required by the business, and whether someone else is available to go in your place.

### **Inclement Weather:**

When public schools are closed due to weather, activities will normally be canceled as well. Call the individual point of contact for more specific information.

### **Attendance:**

No-shows reflect poorly on our home school group. Failure to show up for a field trip will result in loss of your money and a warning from the coordinator that a repeat offense will result in your family being suspended from field trips for the remainder of the year.

Punctuality is vital for maintaining good public relations. Plan to arrive at your destination at least 15 minutes early.

### **Proper Behavior:**

It is your responsibility to ensure that your child maintains proper behavior during the field trip. Such behavior includes listening to and obeying instructions, respecting the facilities being visited, respecting the other adults and children present, and staying with the group. If you do not accompany your children on a field trip, you must make arrangements for another adult to accept responsibility for them. If discipline problems arise, your child will promptly be taken out of the activity and will not be allowed to attend the next field trip. Repeat offenders will be excluded from all field trips for the remainder of the year.