



## Parent/Guardian Approval for Trips MCPS Transportation Is Provided

Office of School Support and Improvement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 555-6  
September 2016

### To Be Completed by the Trip Sponsor.

School \_\_\_\_\_ Grade Level/Group 6-12  
Date(s) of Trip February 22, 2017 (Snow Date: March 1, 2017) From 9:40 a.m./p.m. To 2:10 a.m./p.m.  
Location of Trip (include city and state) Watkins Mill High School, Gaithersburg, MD 20879  
Transportation Arrangement: MCPS Bus Student Cost \_\_\_\_\_ \$0.00  
Purpose of Trip Attend the SMOB Nominating Convention to elect the final two SMOB candidates  
School Staff Sponsor SGA Advisor Date 2 / 1 / 17  
The student named below may be excused to engage in the activity described above  
Signature of Principal Katie C. Rossini Date 2 / 1 / 17

### To Be Completed by Parent, Legal Guardian, or Eligible Student

#### Parent/Guardian Financial Responsibility

Montgomery County Public Schools (MCPS) wants you to know about your financial responsibility for field trips.

**Cost**—Depending on the trip, the cost may include transportation, ticket or entrance fee, food, hotel, and/or a travel company's fee.

**Payment**—Payment may be made by check made out to the school, cash, or, if available, through an online payment system. However, it is recommended that you do not send cash to school with your student(s). A check returned by the bank for any reason is subject to a \$25.00 returned-check fee. Please contact the school counselor or school administrator to make alternative arrangements for payment. Scholarships, reduced fee, or modified payment schedules are available if the cost of the field trip would create a hardship for your family.

**Delay, Change, or Cancellation**—Sometimes it is necessary to postpone, change, or even cancel a trip for safety, bad weather, or other reasons. Sometimes, when a trip is cancelled, changed, or delayed, cancellation fees or other payments have been made in advance that MCPS cannot get back. For example, there may be transportation reservations, tickets that have been purchased, or fees paid to a travel agent. A refund is not always possible, but we will do our best to refund all or part of your payment.

**Additional Cost**—If a trip is delayed, interrupted, or changed once it has begun and students need to remain away from home and school longer than anticipated for safety or other reasons, there may be additional costs for such things as food, lodging, and additional or alternative transportation. If this happens, we will do our best to keep additional costs to a minimum, but you are responsible for paying these additional expenses for your child(ren).

#### Information Regarding Travel Insurance

Travel insurance may help cover costs if the trip is cancelled, delayed, or interrupted, or if you are not able to go on the trip for reasons such as an illness. The cost of travel insurance varies depending on the company and plan you choose. Be aware, however, that travel insurance companies will not cover a trip that is cancelled by the school as a precaution. Unless the school has made arrangements for group insurance that is included in the cost of the field trip, the decision on whether to purchase travel insurance is yours. If you wish to purchase travel insurance, you must make the arrangements and pay the cost.

Student Name \_\_\_\_\_ Teacher Ms. Katie C. Rossini 240-731-5397

☒ I give permission for my child to participate in the above-described activity.

☐ I do NOT give permission for my child to participate in the above-described activity.

☐ I would like to volunteer to chaperone this field trip.\*

*\*Please be advised that all volunteers must complete online training on the prevention, recognition, and reporting of child abuse and neglect. Volunteers for extended-day, out-of-area, and overnight field trips must also undergo fingerprinting and background checks.*

Parent/Guardian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_