Field Trip Reminders:
1 If, for any reason, you have to cancel your field trip, PLEASE contact our office immediately. Our office coordinates the entire trip, including your bus transportation and food services. If you need to cancel, there are other offices that I need to contact to alert any changes.

2 PowerPoint Presentation - We ask that you show the PowerPoint Presentation (it is provided in the link above) to your fifth grade students, parents and volunteer teacher chaperones. If you are a new volunteer coordinator, please contact your Program Specialist, listed above, to discuss the coordinator's responsibilities or any concerns/questions you may have.

3 Delayed Opening/Inclement Weather Cancellations - If severe weather closes schools or if there's a one or two-hour delayed opening, all field trips are automatically cancelled per the Transportation Department - please remind parents/chaperones of this policy. If this happens, we will try to reschedule your field trip before the end of this school year.

4 Bus/Transportation - Please email angie.dean@pgcps.org ASAP if your school needs an Orthopedic Bus (for students with assisted walking device or wheelchair). See below for your bus information.

5 Bus Arrival/Departure: Day one - Field trip bus(es) will arrive at your school at 9:30am; if a bus is missing by 9:45am please call me 301.888.1185 so that I can contact Transportation (it's important to leave school as close to the target time as possible in order to avoid delays which affects your school's schedule). Day two - buses depart Camp Schmidt between 12-12:30pm (students must be back at school by 1:30pm).

6 Meal Information - Because our budget covers the food expense, and our cafeteria is not computer based, please bring a class printout from your cafeteria manager in a sealed envelope. Our cafeteria manager has to complete the same accounting reports as other school cafeteria managers, therefore, we need to know the number of free and reduced students who attend the trip. Everyone needs to bring their own lunch/drink on day one (as trash free as possible!). Our cafeteria manager follows the same meal schedule as the school system - please refer to the current menu - however, this is subject to change without notice. On day one of your field trip, whatever is being served for lunch is what is being served for dinner. On day two of your trip, whatever is being served for breakfast and lunch is what is being served here as well. Please note: the meal choices are for students and adults.
For those with special dietary needs, encourage them to bring their own food; there is refrigeration available and a microwave for use.

7 **Chaperones** - Please make sure that you have adequate male and female chaperones; refer to Administrative Procedure 4215, *Criminal History Checks*, for detailed information. *All chaperones* must undergo the full fingerprint background check (must be done 14 days in advance of the trip date). Chaperones should contact the Fingerprinting Office at 301-952-6775 for cost, hours of operation and payment method. ~*~**Please make sure that your chaperones are 'eligible' to participate.~*~

8 **Special Needs** - Upon your arrival, please inform our staff if you have anyone with special needs (allergies/hearing/vision/special medications, etc.) so that everyone has a wonderful experience.

9 **Final Counts** - I will call to speak with you the morning of your field trip to obtain your final counts by students, volunteer teachers and chaperones.

10 **T-Shirts** are $10 each ~ adult size only, small-xxlarge ~ price includes tax. This is our primary fundraiser, so your school’s support for Camp Schmidt is always appreciated! Attached is a t-shirt order form that you can fill out as students place orders; please bring this with you on the field trip.

*We have ordered 2 buses from our budget = 70 riders plus luggage, if your count should drop below 35, please let me know ASAP so that the unneeded bus can be cancelled.* The bus(es) will arrive at your school on day one at 9:30am and will depart on day two between Noon-12:30pm (students must arrive back to school by 1:30pm).

Please remember to share with students, parents and staff that if there is an emergency closure of schools or a 2 hour delay, all field trips are automatically cancelled and we will make every effort to offer you an alternate date.

I will call your school the morning of to get the final count of participants (students, volunteer teachers & parents) - thank you!

Thank you and we hope that your school enjoys their educational field studies experience at Camp Schmidt!