

Field Trip Protocols

iLearn arranges field trips for students and families throughout the year. Upcoming field trips are listed in the weekly Bobcat Bulletin, and on the iLearn website at www.ilearnacademy.info. Details about each field trip, including suggestions on what to bring, etc. can also be found in these resources.

Signing Up

- You can reserve a space in person at the school office in Auburn.

Donations/Payments

- Donations/payment must be received no later than one (1) week before the field trip.
- If payment is not received by one (1) week prior to the trip, then the reservation will be released to those on the waiting list.

Waiting Lists

- Some field trips may have participation caps and a waiting list must be created.
- Students/families will be placed on the waiting list based on the date and time of the request.
- Students/families will be offered a spot from the waiting list via email, up to but not to exceed, three (3) days prior to the date field trip.
- Families who are offered a spot must turn in all of the required documentation and meet the parent clearance requirements in order to attend.
- Families will **not** be contacted from the waiting list unless they are being offered a spot.

Parent Participation

- All parents attending one of our field trips must be fingerprinted through our HR office.
- Parents should follow [these guidelines](#) for obtaining a fingerprint clearance.

Transportation and Supervision

- Families are responsible for transportation to and from the field trip destination.
- Parents are required to fill out transportation documentation in the school office prior to the field trip.
- Families are also responsible for the supervision of their children and will follow all the guidelines required by the field trip facilitators.