

2022

Field Trips & Events Guide



Field Trips & Events Committee
Howard County Homeschooling
2/18/2022

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FIELD TRIP PERMISSION SLIP

Dear Parent or Guardian,

HCHC anticipates a wonderful season of upcoming field trip and events for your children! Our mission as an outdoor school is to encourage hands-on learning, self-discovery, social growth, and an appreciation for the environment through immersive, child-led learning. At HCHC, we're committed to excellence in everything we do. Thanks for joining us!



HELPFUL HINTS TO HELP YOU PREPARE:

- Field Trip Coordinator: _____ Tel: _____
- Field Trip Date _____ Cost: \$ _____ Payment Due: _____
- Transportation: Bus Charter Carpool Separate Vehicles Chaperone
Drop-off Location: _____ at _____
Pick-up Location: _____ at _____
- Meal(s) during field trip: _____
Provided by HCHC* _____ OR _____ Bring Bag Lunch from Home
** If meals are provided by HCHC, please inform your Field Trip Coordinator of any food allergies or restrictions, so we can best meet the needs of your child.*

Appropriate Clothing: Students may be outdoors for several hours, so please dress your child in weather appropriate clothing. During severe inclement weather we have ample, indoor, teaching space.

For further information, please do not hesitate to contact your Field Trip Coordinator, [sign-up here](#) to become a chaperone, or call us at (802) 424-2099. Thank you for your patronage and support of school choice.

Happy Homeschooling,
Rayna Remondini
Head of School

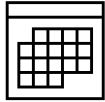
I give permission for my student to participate in this field trip.

I acknowledge:

(1) Risks including but not limited to slips, falls, pinches, scrapes, twists, jolts, scratches, bruises, sprains, lacerations, fractures, concussions, or even more severe injuries. (2) Potential hazards associated with travel to and from the field trip site. (3) Possible contact with plants, animals, or insects that could result in stings, allergic reactions, and associated diseases. (4) I have provided all necessary medical information, including a list of allergies, instructions, and medications in a Student Participation Form to ensure adequate care is available for my child(ren). (5) I will send a check (made payable to HCHC) to 9091 Snowden River Parkway, Suite #1017 Columbia, MD 21046 before the payment due date or make an online payment via Meetup.

Signature

Date



DEADLINES

Deadlines exist to give Committee Members ample time to plan quarterly field trips.

Quarterly Field Trips	Deadline	<input checked="" type="checkbox"/>
Submit proposal for Destination Field Trip (e.g., Baltimore, DC, or Annapolis)		
Submit proposal for Educational Field Trip (e.g., zoos, museums, behind-the-scenes tours)		
Submit proposal for Holiday Themed Field Trip (e.g., pumpkin picking, breakfast w/ Santa)		
Submit proposal for Philanthropic Field Trip (e.g., soup kitchens, planting trees)		



FIELD TRIP SUGGESTIONS

Write-in *your* field trip suggestions.

Behind-the-Scenes Tours	Vendor
Get a glimpse of the great technology and see what it's like to work at Amazon.	Amazon Fulfillment Center
Tour a local dentist office and be informed about the importance of oral hygiene	Dr. Paul D. Biederman, DDS.
Tour this pizzeria and see what's in the sauce, make a Valentine cookie or two.	Peace a Pizza (Catonsville)
Take a FREE factory tour and learn about the origin of cacao trees and more!	SPAGnVOLA (Gaithersburg)
Nature Hikes & Environmental Awareness	Location
Plant native trees and shrubbery, and/or hike any of the numerous bike trails.	Patapsco Valley State Park
Free tours led by Rangers. Learn how to become good environmental stewards.	Assateague Island
Teaching students about the history and culture of the Chesapeake Bay.	Maritime Museum
Fire, Health & Safety	Vendor
One of the largest fire museums in America teaching students fire safety.	The Fire Muesum (Lutherville)
Hands-Only CPR class. Learn how to save the life of someone in cardiac arrest.	CPR Training
Historic, Heritage & Landmarks	Location
Tour on history of the house and its architect and the families who lived there.	Hammond Harwood



MEETUP EVENTS

Parents join the Meetup Group for an active social calendar. Let's provide that.

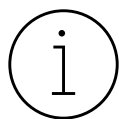
1. Assign a Committee Member the task of posting monthly events.
 - ❖ This person must be a Meetup group member,
 - ❖ This person must have Event Organizer status, and
 - ❖ This person must post 5-6 months' worth of approved events.
2. The Committee Secretary should draft a 3-4 sentence description of the field trip.
 - ❖ It should include pertinent information for parents (e.g., parking, meetup location)
 - ❖ It should include the following text, '*permission slip*' and '[chaperone sign-up](#)'
 - ❖ It should embody the academic nature and purpose of the field trip



VIRTUAL EVENTS

During these times, the Committee must take into consideration scheduling virtual events.

1. A minimum of (3) events (per year) must be either virtual or accessible online.
2. The Field Trip Coordinator (POC) must attend and supervise said events.
3. Exit polls and post field trip planning are *strongly* recommended.



EVENT SUGGESTIONS

Select an event to post to [Meetup](#) once a month.

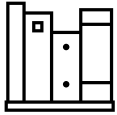
1. Outside Playground Play Dates (e.g., Centennial, Cedar Lane, Meadowbrook)
2. Indoor Playground Play Dates (e.g., SkyZone, Play N' Learn, [Hyper Kidz](#))
3. Painting Pottery (e.g., The Pottery Shop, [I Made This!](#))
4. Visit a Planetarium or [Sculpture Garden](#)
5. Howard County Library Events
6. Roller/[Ice Skating](#) & Bowling
7. [Nature](#) Hikes & Bike Trails
8. Stroller Circuit in the Mall
9. [Nature Centers](#)



APPROVED VENDORS

Below are approved vendors and locations we frequently visit. Write-in *your* suggestions.

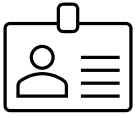
<u>GAVER FARM</u> 5501 Detrick Road Mt Airy, MD 21771 (301) 865-3515	<u>SHARP'S FARM</u> (at Waterford) 4003 Jennings Chapel Road Brookeville, MD 20833 (410) 489-2572	<u>LARRILAND FARM</u> 2415 Woodbine Road, Woodbine, MD 21797 (410) 442-2605	<u>MD SCIENCE CENTER</u> 601 Light Street Baltimore, MD 21230 (410) 685-2370
<u>PORT DISCOVERY</u> 35 Market Place Baltimore, MD 21202 (410) 727-8120	<u>HISTORIC SHIPS</u> (in Baltimore) 1417 Thames Street Baltimore, MD 21231 410-539-1797	<u>WATERMARK TOURS</u> 1 Dock Street Annapolis, MD 21401 (410) 268-7601	<u>BANNEKER MUSUEUM</u> 300 Oella Avenue Catonsville, MD 21228 (410) 887-1081
<u>MARYLAND ZOO</u> 1 Safari Place Baltimore, MD 21217 (410) 396-7102	<u>ROBINSON NATURE CTR</u> 6692 Cedar Lane Columbia, MD 21044 (410) 313-0400	<u>B&O RAILROAD MUSEUM</u> 901 W Pratt Street Baltimore, MD 21223 (410) 752-2490	<u>MUSEUM OF INDUSTRY</u> 1415 Key Highway Baltimore, MD 21230 (410) 727-4808
<u>MEDIEVAL TIMES</u> 7000 Arundel Mills Cir, Hanover, MD 21076 (888) 935-6878	<u>NATIONAL AQUARIUM</u> 501 E. Pratt Street Baltimore, MD 21202 (410) 576-3800	<u>WALTERS ART MUSEUM</u> 600 N Charles Street Baltimore, MD 21201 (410) 547-9000	<u>IRVINE NATURE CTR</u> 11201 Garrison Forest Rd Owings Mills, MD 21117 (443) 738-9200
<u>ARTS ON STAGE</u> 1021 Dulaney Valley Rd Towson, MD 21204 (410) 252-8717	<u>TOBY'S THEATRE</u> 5900 Symphony Woods Rd, Columbia, MD 21044 (410) 730-8311	<u>BROOKSIDE NATURE CTR</u> 1800 Glenallan Avenue Wheaton, MD 20902 (301) 962-1400	<u>MPT TOURS</u> 11767 Owings Mills Blvd Owings Mills, MD 21117 410-581-4378
<u>PLAY N LEARN</u> 9033 Red Branch Road Columbia, MD 21045 (410) 992-0992	<u>GODDARD VISITOR CTR</u> 9432 Greenbelt Rd, Greenbelt, MD 20771 (301) 286-8981	<u>HOWARD CONSERVANCY</u> 10520 Old Frederick Road Woodstock, MD 21163 410-465-8877	<u>SKY ZONE</u> 7175 Oakland Mills Road Columbia, MD 21046 (410) 834-5717
<u>HISTORICAL SOCIETY</u> 8328 Court Avenue Ellicott City, MD 21043 (410) 461-1050	<u>MARYLAND ZOO</u> One Safari Place Baltimore, MD 21217 410-396-7102		



GLOSSARY

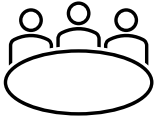
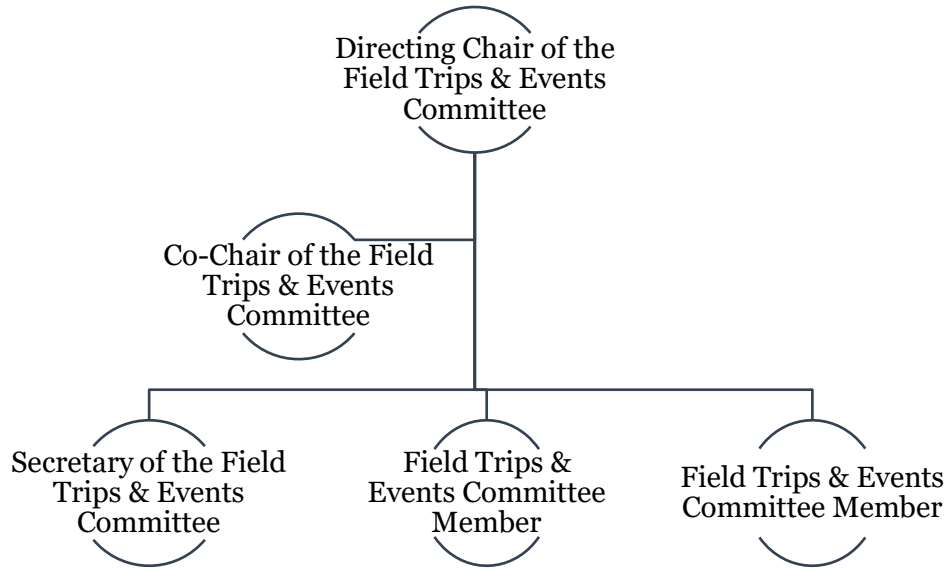
Definitions for words and phrases used throughout this Guide.

Chaperones:	We need a 1:4 teacher student ratio. Therefore, encourage parents to volunteer via Signup Genius.
Committee Member:	This person accepts and completes tasks to enact, manifest, and accomplish Committee plans.
Contracts:	All contracts must be signed by an Administrator with authorization to sign on behalf of the company.
Co-Chairperson:	This person is in position to lead when the Directing Chairperson is unable or unavailable to do so.
Designations:	Roles assigned to members of the Field Trips & Events Committee - Limited to (5) five seats.
Destination Field Trip:	The field trip is located outside of Howard County. Most often, field trip destinations include a major Maryland city, such as Baltimore, DC, or Annapolis.
Directing Chairperson:	This person is responsible for holding and leading planning sessions with members of the FT&E Committee and delegating tasks to execute approved, field trip, proposal plans.
Educational Field Trip:	The field trip is directly related to curriculum being taught concurrently at HCHC. A lesson plan and educational instruction is provided to students prior to, during, and after the field trip.
Event Organizer:	This person is responsible for posting approved social events to the Meetup calendar.
Field Trip Coordinator:	This person is point of contact (POC) for a specific field trip. They communicate directly with parents, know detailed information about the field trip, attend and lead the field trip, and gather post-trip data.
Funding:	Committee must include a (1) breakdown of cost per child, or (2) a fundraising plan to earn funds.
Holiday-Themed Field Trip:	The field trip is based on a major National or International holiday and involves aspects of the culture and tradition. Examples include pumpkin picking and cemetery tours for Halloween.
Meetup:	Informal gatherings posted to the Meetup Group 1-2 times a month; usually free of charge events.
On-site POC:	Check-in person at venue. Greets participants on-site, accounts for participants, and leads group.
Permission Slip:	Every student must submit a signed permission slip, along with their payment to attend field trips.
Philanthropic Field Trip:	This field trip is based on students actively participating in a program that gives back to community. Charitable events must be age-appropriate, especially in the case of soup kitchens and shelters.
Field Trip Proposal Form:	A form that Committee Members send to the Administrator to have field trips approved. The form includes details about the field trip and is usually accompanied by a 1–2-page addendum.
Payment:	Parents submit checks to the Columbia address or pay via Meetup group. No cash is accepted.
Secretary:	This person drafts paperwork and submissions both written and electronic. Manages records.
Transportation:	9 times out of 10, transportation will be in separate vehicles. If otherwise, list bus company.
Traveling Tribes:	Recommend groups of 8-10 with a minimum of (2) adult chaperones, or up to 24 with (5) adults.



DESIGNATIONS

Committed parents (LIKE YOU) working behind the scenes make field trips a reality.



PLANNING STAGES

Field trips are great – but they require lots of careful planning, often months in advance! Gather members for a planning session to discuss and draft plans for the following:

1. Decide on a Destination – Start with *Suggestions* and the Approved Vendors List.
2. Choose the Coordinator – Who's the POC person for parents and the Administrator?
3. Gather Paperwork – Are there contracts, deposits, insurance needed to start the process?
4. Know your Numbers – What's the group minimum? Is there a group discount? No cost?
5. Decide on Food Plan – Is there a cafeteria? Decide how students will eat. Estimate costs.
6. Who's Allowed to Go? – Are non-members invited to join or is it for co-op members only?
7. Tie-in Curriculum – Is there concurrent, co-op curriculum that's relative to the field trip?
8. **Ask Your Administrator** – [Submit Field Trip Proposals](#) by deadlines for review and approval.

Include a 1–2-page addendum that includes paragraphs addressing:

- i. Educational Value
- ii. Fundraising Plans
- iii. Behavior (Template)
- iv. Safety Measures
- v. Cost Breakdown (Budget)
- vi. Daily Itinerary
- vii. Roster (Template)
- viii. Post Field Trip Plans



DRAFTING PLANS

Include these supporting documents in the 1–2-page addendum. Draft summaries for all that apply.

1. **Draft educational value.** Activities students engage in during field trip that tie-in with an established lesson/plan or curriculum.
2. **Draft Meetup description.** Write a 3-4 sentence description of the field trip that can be used in a Meetup post (upon approval).
3. **Draft fundraising plan.** What fundraiser can be associated with this event to raise funds for disadvantaged students, if any?
4. **Draft behavioral expectations.** Review rules prior to the trip as well as consequences students may face if they misbehave.
5. **Draft safety measures.** Draft a clear outline for safety precautions in advance of the field trip. Draft can be used as a template.
6. **Draft breakdown of costs.** Calculate all expenses and disburse them evenly amongst all participants; what is the unit cost?
7. **Draft budget.** If needed, please provide detailed figures noting upfront costs such as lodging, ticket prices, and insurance.
8. **Draft itinerary.** When and where do you meet? Which exhibits or what path is followed? When and where is lunch break?
9. **Draft roster.** Prepare a template sheet that can be used to track field trip participants – students and parent chaperones.
10. **Post field trip planning.** Create an exit poll, have a discussion, collect photos, send 'thank-you' cards, plan the wrap-up.



ADMIN APPROVAL

After approval complete the following:

TASK DESCRIPTION	BY WHO	DEADLINE	<input checked="" type="checkbox"/>
EXECUTE CONTRACT. Complete, sign and submit contract. If necessary, remit an upfront deposit and certificate of insurance.	HCHC ADMINSTRATOR		
CREATE SIGN-UP. Using HCHC's Sign-up Genius account , create a simple sign-up sheet for parent volunteers and chaperones.	FIELD TRIP COORDINATOR		
POST TO MEETUP. Meetup Event Organizer should post approved field trip description and relative links to Meetup Group .	EVENT ORGANIZER		



PACKING LIST

Remember to pack carefully for overnight field trips! Be prepared for all weather.

Colder Months

- Poncho or Rain Gear
- Waterproof Footwear
- Heavy Coat & Gloves
- Water Bottle/Thermos

POC Items

- Clipboard
- Student Roster
- Lesson Plan/Itinerary
- Camera/Smart Phone
- Name Tags & Sharpies ©

Seasonal Items

- Insect Repellent
- Hand Sanitizer
- Sunscreen
- Lip Balm

STUDENTS LEAVE THESE AT HOME

- Cell Phones
- iPod/Mp3Player
- Knives/Weapons
- Food/Gum/Candy
- Cash Money



END GOAL

The purpose of everyone's collective hard work (besides enriching our children's lives) is:

Scheduling (4) successful field trips each year (1 per quarter).

Scheduling (12)* successful social events each year (1 per month).

Keeping records of drafts, contracts, and all paperwork in a 3-ringed binder.

**Three (3) events must be virtual.*



TOOLS

Please keep the following information confidential.

Zoom Email:

Zoom PW:

Meeting ID:

Passcode:



OATH

I, _____ promise and affirm to dedicate the next 6 months of my life towards being an active and involved member of the Field Trips & Events Committee. As an active member, I commit to attending regularly scheduled meetings and carrying out the tasks assigned to me to the best of my ability.

By signing below, I acknowledge that I do not take this position and its responsibility lightly and I understand that my estimated time of commitment is ~1 hour per week.

Committee Member -

Inception Date