



STUDENT NAME: \_\_\_\_\_

Activity: Hockey Academy 2019-2020

Dear Parents & Guardians:

### Hockey Academy - Bentley Arena - October 8 & 9, 2019 - March 2020

Students in Gr. 1 - 12 have the option of participating in Hockey Academy, one afternoon per week, either Tuesday or Wednesday afternoon depending on enrollment numbers.

The following letter is to provide information regarding the above field trip. The extensive length and format of this letter are required and in accordance with [Wolf Creek Administrative Procedure 260 - Field Trips](#). Our itinerary/schedule for the field trip will be as follows:

#### Itinerary

8:00 a.m. - 8:30 a.m.	Equipment drop-off at the Bentley Arena
12:45 p.m.	Students meet at the Jr. High doors and walk to the Bentley Arena
1:00 p.m.	Students arrive at the arena and dress
1:20 p.m.	Students are on the ice
2:40 p.m.	Students leave the ice to get dressed
3:05 p.m.	Students arrive back at the school

Supervision of students on this field trip will be covered by **Pam Stephenson**. Students will walk to and from our field trip destination. Safety precautions and supplies required, as well as student expectations, are as follows:

#### Safety Guidelines, Special Equipment, and Supplies

- Full hockey equipment including a helmet is required
- Keep a water bottle in your hockey equipment
- Students are required to dress appropriately for the walk to and from the arena.

#### Student Expectations

- Students are to follow all Bentley Arena rules
- Students are to follow all school rules and behaviour expectations during the outing
- Students may not leave the designated area at any time
- \*\*\*All items unattended are left at the owners own risk. The school will not be responsible for lost or stolen items.
- No one is allowed to bring any alcoholic beverages or illegal drugs/cigarettes, smokeless tobacco products etc. Individuals will be sent home at the parent's expense if this rule is broken.
- All students are expected to take part in all scheduled activities unless otherwise discussed with the lead teacher.
- Any malicious damage or theft that occurs during your visits to any venue, belongings of others etc. Will be assessed by the lead teacher. Students will be held responsible for any such damage/theft etc.
- Bentley School cannot take responsibility for lost items. We strongly recommend that students do not bring electronic devices such as iPads, cellular devices, iPods, jewelry or other valuables on the field trip. However, if students choose

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to bring these items, Bentley School will not be responsible for any lost or stolen items of this nature. Students choosing to bring these items do so at their own risk.

- Students are only permitted to use cell phones and devices at the teacher's discretion and in accordance with the WCPS digital citizenship norms and acceptable use policy.
- Students must adhere to all WCPS digital citizenship norms and WCPS student code of conduct expectations.
- Students are expected to behave in a polite and respectful manner at all times.

The following emergency procedures will be followed in the event of injury, illness or unusual circumstances:

#### **Emergency Procedures**

- At least one supervisor trained in first aid or otherwise qualified to render emergency medical assistance will be on the trip.
- We will have an updated medical alert list of students who have special medical conditions.
- Depending on where the incident happens, staff will be notified immediately by walkie-talkies, cell phone or in person.
- A supervisor will remain with the student while someone goes for help (if necessary). where the incident happens, staff will be notified immediately by walkie-talkies, cell phone or in person.
- An ambulance will be dispatched if the injury or illness is severe.
- Parents will be notified as soon as possible of the incident.

Thank you in advance for discussing these safety precautions with your child and ensuring he/she has all necessary supplies for this field trip. **The cost of Hockey Academy is \$150. Please have this payment into Bentley School by October 1, 2019. Students who have unpaid School Fees and Hockey Academy Fees will not be allowed on the ice.**

#### **Available methods of Payment:**

- ✓ Cash
- ✓ Cheque (Payable to WCPS)
- ✓ Online (\*Through Parent Portal)
- ✓ Debit/Visa/MasterCard (available at the school office)

Please sign the following consent and medical information portion and return this entire booklet with your child by **Tuesday, September 24, 2019.**

Thank you for your continuing cooperation and support. Should you have any questions, please do not hesitate to contact **Pam Stephenson at 403-748-3770.**

Yours truly,

**Pam Stephenson**

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**Acknowledgement of Risk and Informed Consent Form**

**Hockey Academy - Bentley Arena - October 8 & 9, 2019 - March 2020**

I, \_\_\_\_\_ (please print full name) the parent/guardian of \_\_\_\_\_ (please print full student's name), recognize that my child will participate in Hockey Academy from October 2019 - March 2020 as sanctioned by Bentley School.

This activity involves certain risks, danger, and hazards to the participants. These may include but are not limited to, personal injury, death, property damage, expense and other loss, delay or inconvenience and trip or event cancellation or curtailment.

Students are required to walk to and from the Bentley Arena. **Students will NOT be permitted to ride to/from the venue with another student's parents.**

I also understand that during this activity, authorized staff of Bentley School, supervisory adults, as well as employees of other agencies associated with this activity will endeavor to instruct, protect, and care for the wellbeing of my child as would I in their place, including making decisions regarding the medical care of my child. I understand that my child will be expected to uphold the behaviour expectations of students of Bentley School as in any other school endeavor as outlined in the Student Code of Conduct. I understand that my child's failure to abide by behaviour expectations could result in his/her removal from the activity without refund.

I have discussed the risks and expectations of this activity with my child and have confidence that my child understands them. I am aware that every parent has the right to deny his/her child's participation in a school activity and that this activity is not a prerequisite for the completion of any required course of study. As the parent/guardian, I will ensure my child is appropriately prepared and has the necessary equipment.

I am also aware that the Principal reserves the right to postpone, terminate or cancel an activity at any time and with little notice if the activity can no longer be conducted in a safe and secure manner. I realize that I may not receive all or any of the money I had thus far invested and accept the loss without expecting reimbursement from the school.

I have read the above statements and understand the nature of the document and its content. I consent to the participation of my child in this activity and associated activities.

\_\_\_\_\_  
**Printed Name of Parent/Guardian**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date (dd/mm/yy)**

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**Information - please complete in full**

**Student Name:** \_\_\_\_\_

Parent/Guardian Contact Name and Phone Number(s) during the time period this field trip will be taking place:

\_\_\_\_\_

**Medical Information:** please write any and all medical conditions (including allergies) your child has:

\_\_\_\_\_  
\_\_\_\_\_

**Medication/Medical Treatment:** please write any and all medication(s) or medical treatment(s) your child requires or may require. This includes treatment for allergies as outlined in Wolf Creek [Administrative Procedure 317 - Life-Threatening Medical Conditions](#). Please note, any distribution of medication to students must meet all requirements of Wolf Creek [Administrative Procedure 316 - Administering Medication or Medical Treatment](#). Please contact the lead teacher well in advance if your child will be requiring distribution of medication during this field trip.

\_\_\_\_\_  
\_\_\_\_\_

**Please return all four pages of this form to your homeroom teacher.**

**Deadline Date: September 24, 2019**

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