



MEF INTERNATIONAL SCHOOL - IZMIR

FIELD TRIP PROCEDURE - STAFF

STATEMENT OF AIM

Field trips are an integral part of the personal development of each student and the school's curriculum, therefore all students are expected to participate. Field trips provide opportunities for cultural enrichment, social interaction and the extension of learning skills and will be used wherever possible to work towards these educational goals.

RATIONALE

1. A field trip is defined as an educational activity that meets the following criteria:
 - a. it involves a specific class or classes or extracurricular activity;
 - b. it is intended for all students in the class(es);
 - c. it extends learning beyond the classroom;
 - d. it has an identifiable educational objective;
 - e. it includes preparation of students for the activity and evaluation of outcome.
2. The health, welfare and safety of all participants are the key imperatives of any school trip.
3. Field trips provide excellent opportunities for the enhanced implementation of all curriculum programs and course requirements.
4. Field trips encourage a cross-disciplinary approach to learning.
5. Field trips allow students to explore new ways of learning.

PROCEDURES

1. Field trips should clearly and consistently relate to the school's academic curriculum and programme guidelines. The proposal should indicate the specific learning objectives for the trip and how they directly relate to a unit or topic of inquiry.
2. Experiences involving field trips should both integrate with and enhance the learning experience of students; such trips are encouraged so long as they do not seriously interfere with the educational routine of students who must remain in school.
3. Although there is room for additional field trips to be proposed to make provision for opportunities that open themselves up during the course of the year, all field trips (local, extended and international) will be

submitted for consideration by **August 30th** of each academic year. These trips require prior authorization from the Deputy Principal / Principal, and the Turkish of Education.

4. Only local trips within Izmir will be considered after the **August 30th** deadline. These trips must be submitted to the Deputy Principal / Principal a minimum of 20 days prior to the excursion taking place.
5. Transport will be arranged as part of any trip and transportation procedures apply; transportation, if necessary, will be provided for all local trips. The field trip organiser should arrange this by email with the PS or SS administrative assistant at least one week before the trip. The details needed are date, times, total number of students and teachers, and destination address. Any additional costs for the buses should be charged to the students. Transportation beyond the city limits or outside of Turkey will be arranged with the costs borne by the participants' families.
6. Packed lunch can be provided by the school and should be indicated in the field trip proposal. Please also email the PS or SS administrative assistant with the lunch request.
7. If accommodation is required, the school will arrange safe and adequate lodging. Parents will be informed of lodging details.
8. Details of each field trip and relevant procedural guidelines will be given to families in advance of the excursion. Overnight, extended, and international trips should be advertised directly to families and, after registration is complete, the organizing staff should hold an information session for families with participating children.
9. Insurance information must be shared with all families in the documents sent to families. Travel insurance must be arranged for overnight field trips and excursions. Medical insurance is the responsibility of the parent.
10. Permission of families will be sought for all field trips and a signed Permission Slip will be required for each student. Students without Parental permission, even if the payments are made, cannot participate in field trips. Examples of permission slips are included in the appendix. A Student Health Form and Permission for Overnight Travel section will be included for any overnight trips.
11. Once the payment for a field trip has been received, it is non-refundable.
12. The permission slips and collected funds should be given to the Principal. Funds will be stored in the safe and made accessible to the organizing teacher, as needed.
13. School staff should have with them the mobile phone numbers of the Principal and Deputy Principal.
14. A Risk Assessment Form (See Appendix 8) must be completed by the lead teacher to identify and assess the levels of potential risks. Completion of this may require a pre-visit to the venue. This form must be approved as part of the Field Trip Proposal.
15. When it is clear that a program activity will involve inherent risks, including but not limited to mountain climbing, cycling, rafting, skiing, sailing or wilderness hiking, students/parents must read carefully and sign a liability waiver form acknowledging the fact that the program activities may involve special risks.
16. Each person participating on a field trip in any capacity (e.g., faculty, staff, or student) should be covered by insurance for medical and hospital costs arising from any accident occurring while on the field trip.
17. A teacher should miss no more than 10 school days for attendance on field trips unless otherwise approved.
18. If any other significant issue occurs on a field trip, the supervising teacher will **immediately** contact the Principal. If the Principal cannot be reached, then the teacher should contact the Deputy Principal.
19. The participation in a school field trip follows the same Code of Conduct for behaviour as is the case while on the school campus. Students are not permitted to drink alcohol or smoke. In addition, if the school service bus is used, the rules and expectations for its use will be followed. Proper attire for the trip must be worn and the students are expected to exhibit proper conduct at all times. Follow up and consequences for poor behavior while away will be the same as on the school campus.
20. If an emergency situation occurs on the field trip, supervising teachers:

- a. Will address the emergency to the best of their ability
- b. Seek emergency services if necessary
- c. Contact the Principal immediately for further direction.
- d. If the Principal cannot be reached, then the teacher should contact the Deputy Principal.

21. There will be no Educational Excursions in JUNE, except for those approved by the SLT.

22. Proposals can be rejected due to, for example, heavy administrative loads, the nature of the trip, too much risk, expense, low student numbers or a hectic school calendar.

23. Educational excursions can be cancelled or postponed due to security risk or student numbers.

LOCAL DAY TRIPS

1. Applications (Field Trip Proposal Form and Field Trip Risk Assessment Form) to take a class on a field trip should be made to the Deputy Principal by November 30th (preferred) or, as provided above, a minimum of 20 days prior to the excursion taking place unless permission is granted by the administrative team.
2. The Principal will approve field trips and then the Deputy Principal will inform related parties of approval including the Business office, Administrative Assistants, cafeteria and Bus Company.
3. Teachers assisting on Field Trips are assigned by the Deputy Principal.
4. Official Proposal Forms and Permission Forms approved by administration must be used at all times.
5. Teachers are responsible for all bookings and arrangements. Final bookings and confirmations can be made after approval is granted from the Ministry of Education.

EXTENDED TRIPS - Overnight and/or out of Izmir (TURKISH MINISTRY REQUIREMENTS)

1. Applications to take a class on a field trip should be made to the Deputy Principal by August 30th .
2. Ministry permission must be sought for all overnight and extended field trips.
3. Teachers assisting on Field Trips are assigned by the Deputy Principal.
4. Official Proposal Forms and Permission Forms must be used at all times.
5. A full itinerary must be included in the proposal for all trips outside Izmir (see Appendix 9 below).
6. Parents are not permitted to accompany extended trips.
7. Permission slips for every student must be obtained from the parents by the school administration.
8. Copies of the "Permission Form for Overnight / Overseas Travel" signed by parents must be sent to the Ministry 20 days before the trip (appendix 5). The original should be collected by the organizing teacher and taken on the trip.
9. School administration must receive Ministry of Education's approval for the field trip.
10. Hotel information must be included with the field trip.
11. Students and teachers must obtain their own visas. The school cannot provide visa assistance.
12. After the first initial payment is made to outside agencies, refunds will not be given to parents. Therefore, a waiver must be signed by the parents.
13. If an outside agency is used, the contract should have a contingency for refund in case of the Ministry denying the field trip.

SUPERVISION

1. There will be recognized levels of appropriate supervision on any field trip. Provisions will be made for proper supervision by School employees.

2. Parents may be permitted to assist in supervision of local field trips. Parents will not be able to use student service buses and must use their own transportation.
3. The supervising teacher in charge of a trip has sole authority regarding the enforcing of all documented rules. However, if a significant infraction occurs, then the teacher will notify the Deputy Principal immediately. If the Deputy Principal cannot be reached, then the teacher should contact the Principal.
4. A minimum student/adult ratio of 8:1 must be in effect. If the School Principal wishes, this ratio can be lowered due to the location or nature of the field trip to ensure safety.
5. One English/Turkish bilingual speaker is required on every field trip in Turkey that occurs outside the city limits unless approval has been granted by the Principal.

OVERNIGHT SUPERVISION SITUATIONS

1. Where possible, a male and female teacher should attend overnight trips.
2. There must be at least 2 teachers who supervise during overnight trips no matter how small the group is during an overnight trip.
3. Students shall be assigned to a teacher chaperone who is responsible for the child.
4. Teachers will supervise students at all times to ensure student safety. Staff who are chaperoning a trip are responsible for ensuring that supervision is at a level where child protection remains paramount.
5. Drinking alcoholic beverages is forbidden by both teachers and students on trips.
6. Teachers will perform nightly patrols, checking to ensure students are in sleeping quarters each hour at least until midnight.
7. On overnight or extended field trips behavior guidelines, student health form, request and proof of travel insurance, liability waiver information (on permission slip) and permission slips must be sent home to parents.
8. The overnight field trip checklist (appendix 4) should be consulted in planning.
9. Trip leaders must form communication groups and invite Principal / Deputy Principal. Updates should be provided regularly, at least twice per day.

FIELD TRIP PROPOSAL REQUEST

Step One - Proposal Phase

- When a teacher would like to propose a field trip, he or she must discuss the proposed trip with the Deputy Principal along with submitting the online **Field Trip Proposal Request** found on Google Drive.
- The teacher must be aware that the **Ministry of Education** must be informed of extended and overnight field trips.
 - For field trips within Izmir the necessary length of time to get approval from the Ministry is a **minimum of 20 days notice to the Deputy Principal.**
 - For field trips that are outside Izmir, the necessary length of time to get approval from the Ministry is **3 months notice to the Deputy Principal.**
- After approval has been received by the Principal, Administrative Assistants can be accessed to make all the booking, and arrangements.

Step Two - After Deputy Principal Approval

- **Field Trip Permission Forms** must be distributed to all students involved, once approval from the Principal is received and at least 1 week before the field trip. See sample forms at the end of this procedure. For

overnight trips - the Student Health Form should also be filled out and returned to the school. For overseas trips - the signed parent notarized form for permission to travel without an adult is needed.

- **All Specialist Teachers / Support Team Teachers** are informed of the change of arrangements to regular classes.

Step Three - Field Trip Preparation

- Signed permission forms must be returned for each student in order to attend the field trip.
- If on the day of the field trip a student has not returned a form, the parents should be contacted by the Deputy Principal in order to request a **signed permission form** via email.
- The complete signed **Field Trip Permission Forms** must be taken on the field trip by the lead teacher.
- **A copy of the signed Field Trip Permission Forms** are given to the Deputy Principal prior to leaving on the field trip.
- Permission slips will be archived for one academic year and will be filed and kept in the Deputy Principal's office.
- Emergency contact numbers of school administrators must be taken on field trips. All teachers attending a field trip must have a mobile phone to make phone calls and create a field trip communication group with Administrators.
- The **Field Trip First Aid kit** must be taken on all field trips.
- All food, personal and medical requirements are managed by the lead classroom teacher.
- Teachers agree to adhere to the program outlined to administration and will not deviate or make any other side stops or alternate plans without the approval of administration.

Document History		
Date	Details	Responsible
August 2018	Policy created	Figen Sonmez
February 2019	Policy modified	Malcolm Ringo
May 2022	Policy modified	Brett Warfield
May 2025	Policy modified	Katherine Coban Kelby Benedict
August 2025	Policy revised	Katherine Coban Kelby Benedict

APPENDICES

Appendix 1 - Field Trip Proposal Form	7
Appendix 2 - Risk Assessment Form	10
Appendix 3 - Day trip permission form	11
Appendix 4 - Overnight trip permission slip	12
Appendix 5 - International trip permission slip	14
Appendix 6 - Checklist for Overnight / Overseas Trips	18
Appendix 7 - Permission letter to travel	19
Appendix 8 - Student Health Form for Overnight trips	21
Appendix 9 - Overnight/International Trip Itinerary	22

Appendix 1 - Field Trip Proposal Form

MEF INTERNATIONAL SCHOOL FIELD TRIP PROPOSAL FORM

Field Trip:	
Lead Teacher:	
Lead Teacher's cell phone number:	
Administrator accompanying field trip:	
Date(s) of field trip:	
Grade Level and Classes involved:	
Destination/s:	
Specific learning objectives and related unit topic:	
Full Itinerary:	
Date and time Departing MEF IS:	
Date and time Returning to MEF IS:	
Number of students attending and their names:	
Number of teachers attending and their names:	
Number of parents attending and their names:	
Student/adult ratio:	
Name of bilingual staff member if outside city limits:	
Mode of Transportation / requirements:	
All Associated Costs (show breakdown):	

Lunch / Food Requirements:	
Hotel address, phone number, email and website details:	
Nearest hospital at destination (name and address):	
Interruptions / Lesson changes:	
Duties / Coverage Required:	
Other information / requests:	

In submitting this proposal I agree to the following:

1. All teachers attending the field trip will have a mobile phone and the numbers will be shared with the administrative office.
2. A teacher or adult must always accompany children to the bathroom on a trip Preschool to Grade 2. Students in grades 3-8 must be sent with a buddy.
3. If a child becomes sick on a day field trip, a staff member will come back to school with the child. If the child becomes seriously ill they will be taken to the nearest hospital and the school administration and parents will be notified.
4. A First aid kit must be brought on the field trip, including allergy medication.
5. All teachers must have the Deputy Principal (Curriculum) preview the parent permission slip and forms before distributing to students and parents.
6. Lead teacher must have a copy of the permission slips and parent contact information whilst on the field trip.
7. Field trip leaders must have printed directions to trip destination with a map.
8. All students must return a signed permission slip in order to attend.
9. Field trip leaders must inform the cafeteria / seek help from the administrative assistant if lunch is required.
10. For international trips, students may require visas for travel and therefore arrangements might need to be made with local consulates. This can be a time consuming process and so the task should be initiated as far in advance as possible. The lead teacher is responsible for making the necessary arrangements. The Principal's Assistant can provide support during this process.
11. For international trips, students should travel with their valid passports; teachers should request a copy of each student's passport at the same time that they collect parent/guardian permission forms.
12. The lead teacher will ensure all information in the proposal is up to date with any changes.

Principal / Deputy Principal Approval		
Administrator	Decision	Signature
Deputy Principal	Yes / No	

Principal	Yes / No	
AGM	Yes / No	

Appendix 2 - Risk Assessment Form**SCHOOL TRIP RISK ASSESSMENT FORM
MEF INTERNATIONAL SCHOOL**

Date of Trip		Trip venue and activities:	
Trip Leader(s)			
Assessment completed by:		Signature:	

Significant Hazards (Identify what could cause harm or challenge)	Who might be harmed (e.g. students, teachers, parents, groups)	Likelihood of Harm (Remote, Very Unlikely, Unlikely, Possible, Very Likely)	Control Measures (How will the risk be minimized?)	Residual Risk After the implementation of the controls. (Remote to Very Likely scale)

Administrator Review:

Administrator should review the above assessment and sign the appropriate declaration below

Administrator Review	
Signature:	Date:

Appendix 3 - Day trip permission form



MEF INTERNATIONAL SCHOOL
DAY TRIP PERMISSION FORM

Insert Date

Dear Parents,

On **INSERT DATE** students in Grade **NO.** will be visiting **INSERT PLACE**. The trip is part of our inquiry into **INSERT NAME OF UNIT** and will give us an opportunity to learn more about **INSERT TOPIC**. In order to cover the costs for the trip, a payment of **INSERT COST** is required. Please fill out the permission slip and put it in an envelope with your child's name clearly marked along with all costs for the trip. This should be turned into **INSERT PERSON** by **INSERT DATE**. Please note that this is non-refundable.

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Trip Itinerary:	All Supervising Staff:

Kind Regards,

Signature required
STAFF NAME
Grade **NO** Teacher

Signature required
INSERT NAME
Principal



Permission Slip	
• I give permission for my child to attend the field trip detailed above.	
Student name:	Class:
Parent name:	Signature:

Appendix 4 - Overnight trip permission slip



**MEF INTERNATIONAL SCHOOL
OVERNIGHT TRIP DETAILS AND PERMISSION FORM
INSERT NAME TRIP**

Insert Date

MEF International School prides itself on providing students with opportunities to learn outside the classroom. On **DATE**, MEF IS will take learning one step further. We are giving students in **GRADES** the opportunity to travel to **LOCATION** to promote learning in a real world context. The proposed itinerary is detailed below.

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Flight details:	All Supervising Staff:
Hotel information:	Cost of trip:
Trip Itinerary:	

Please fill in the attached permission slip and hand it in to the trip leader along with a trip costs no later than **DATE**, so that your child may participate in the trip.

Regards,

Signature required
Trip Leader name
Teaching Assignment
MEF International School

Signature required
Insert name
Principal
MEF International School

**MEF INTERNATIONAL SCHOOL
OVERNIGHT TRIP PERMISSION FORM
INSERT NAME TRIP**

Please complete and return to the **PS/SS** Office by **DATE**.

Student Information	
Home phone #:	Place of Birth:
T.C. Kimlik #:	Passport #:
Father's name:	Mother's name:
Cell phone #:	Cell phone #:
Email:	Email:
Alternate contact:	Cell phone #:
Medical or personal needs that the staff should be aware of:	
Medication the student will be required to have during this Field Trip:	
Special Dietary Considerations: (If relevant):	
Permission Slip	
• I give permission for my child to attend the field trip detailed above. • I accept that the cost of the trip is non-refundable, even if my child is unable to attend after paying. • I authorize the obtaining of any medical assistance if, in the opinion of the staff, such action is necessary. Every effort will be made to contact the parents should such a situation arise.	
Student name:	Class:
Parent name:	Signature:

Appendix 5 - International trip permission slip



MEF INTERNATIONAL SCHOOL INTERNATIONAL TRIP PERMISSION FORM INSERT COUNTRY NAME TRIP

Insert Date

MEF International School prides itself on providing students with opportunities to learn outside the classroom. On **DATE**, MEF IS will take learning one step further. We are giving students in **GRADES** the opportunity to travel to **CITY, COUNTRY** to promote learning in a real world context as well as to experience the culture and history of a different country. The proposed itinerary is detailed below.

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Flight details:	All Supervising Staff:
Hotel information:	Cost of trip:
Trip Itinerary:	

In addition to visiting the venues described above, students will have some structured free time to explore certain parts of the city, try various local foods, and participate in smaller excursions. **Main meals will be provided, but students should bring their own money for other food as well as snacks and other shopping.**

In order to cover the accommodation and support staff, as well as transportation and visitor fees, a deposit fee of **AMOUNT TL/FOREIGN CURRENCY** is required and should be handed in to the trip leader by **DATE**. This price is calculated based on the participation of at least **NUMBER** students.

- This money is non-refundable even if your child is unable to attend after paying.
- Visas and medical insurance are the responsibility of each student's family.
- *Main meals* are provided, but students should bring extra money for snacks and shopping.
- Kindly provide the teacher leading the trip with photo evidence of any required visas.

An overseas travel permission form and a student health form will also be needed once the trip roster is confirmed.

Please fill in the attached permission slip and hand it in to the trip leader along with a deposit fee of **AMOUNT TL/FOREIGN CURRENCY** no later than **DATE**, so that your child may participate in the **COUNTRY** Trip, a teaching

and learning event. The remaining **AMOUNT TL/FOREIGN CURRENCY** is due on **DATE**. MEF IS teachers and administrators feel this trip will be very effective and worthwhile for all students.

Regards,

Signature required

Trip Leader name

Teaching Assignment

MEF International School

Signature required

Insert name

Principal

MEF International School

**MEF INTERNATIONAL SCHOOL
ITINERARY AND PERMISSION FORM - COUNTRY FIELD TRIP**

Please complete and return to **PS/SS** Office by **DATE**

I, the undersigned, give permission for my child in Grade to attend the MEF IS **COUNTRY** field trip on **DATES**.

Student Information	
Home phone #:	Place of Birth:
T.C. Kimlik #:	Passport #:
Father's name:	Mother's name:
Cell phone #:	Cell phone #:
Email:	Email:
Alternate contact:	Cell phone #:
Medical or personal needs that the staff should be aware of:	
Medication the student will be required to have during this Field Trip:	
Special Dietary Considerations: (If relevant):	
Permission Slip	
I accept and agree to all of the following: • I give permission for my child to attend the trip detailed above. • MEF International School does not provide visas or cover health insurance for this trip. • The cost of the trip is non-refundable even if my child is unable to attend after paying. • I must send the teacher leading this trip photo evidence of any required visas. • I authorize the obtaining of any medical assistance if, in the opinion of the staff, such action is necessary. Every effort will be made to contact the parents should such a situation arise.	
Student name:	Class:
Parent name:	Signature:

Appendix 6 - Checklist for Overnight / Overseas Trips

MEF INTERNATIONAL SCHOOL CHECKLIST FOR OVERNIGHT TRIPS

When planning trips for students the following checklist should be consulted and discussed with the Deputy Principal (Curriculum).

Flight Pricing: ☐ least amount of stopovers ☐ major airline carriers with the pricing ☐ detailed itinerary Hotel: ☐ Location / Contact information ☐ rooming of students ☐ grade levels divided Health Form: ☐ check health information provided on permission slips ☐ arrange health insurance ☐ copies of health insurance Visa / Ministry of Education Paperwork: ☐ consulates contacted ☐ diplomatic passport students - letter of invitation ☐ checklist of documents sent out and documents returned is prepared and revised Students: ☐ contact details ☐ passport/id/ikamet details ☐ health form copies ☐ List of attending National Students shared with NS Deputy Principal (if applicable)	Parent Package: ☐ daily itinerary ☐ costs breakdown ☐ packing list ☐ contact information for emergencies ☐ rooming at the hotel ☐ If overseas, then "Permission Form for Overseas Travel" for student to travel (organizing teacher should submit a copy of the form to the DP (Curriculum) and keep the originals for travel) Parent Meeting: ☐ security aspects ☐ transportation issues ☐ visa applications (Barcelona / Paris) ☐ itinerary ☐ Behaviour Policy and contract ☐ Due dates for payment established Payment: ☐ photocopy foreign bills in case of counterfeit ☐ each student has their own envelope ☐ receipts provided
--	--

Appendix 7 - Permission letter to travel



PERMISSION FORM FOR OVERSEAS TRAVEL

All travelers are required to submit this permission to travel form alongside their field trip permission form. Teachers will collect these forms and have them with them during the field trip. These forms will be submitted to the Ministry of Education for approval well in advance of the field trip.

We, the undersigned, _____ do hereby grant permission for our son/daughter _____ whose date of birth is ____/____/____ (Day/Month/Year), permission to travel with MEF International School to **CITY, COUNTRY [FLIGHT DESTINATION]** on the dates of **DAY/MONTH/YEAR** to **DAY/MONTH/YEAR**.

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: ____/____/____ (Day/Month/Year)

Emergency Phone Number: _____

MEF International Schools
Izmir Campus
Dokuz Eylül Mah. 699. Sokak No:2
Gaziemir Izmir, TR
Telephone: +90 232 274 74 740



YURTDIŐI SEYAHATLERİ İÇİN İZİN FORMU

Tüm seyahate katılanların eğitim gezisi izin formlarının yanısıra bu izin belgesini de sunmaları gerekmektedir. Öğretmenler bu formları toplayacak ve tüm gezi boyunca yanlarında bulunduracaklardır. Bu formlar gezi tarihinden çok önceden onaylanmaları için Milli Eğitim Bakanlığı'na ibraz edilecektir.

Biz, aşağıda imzası bulunanlar, _____
(EBEVEYN VEYA YASAL VELİNİN İSMİ YAZILACAK)

bu izin belgesi ile, doğum tarihi ____/____/____ olan kızımız/oğlumuz _____
(Gün/Ay/Yıl) (ÖĞRENCİNİN

_____ 'un GÜN/AY/YIL - GÜN/AY/YIL tarihleri arasında
İSMİ YAZILACAK)

MEF Uluslararası Okulu-Izmir ile ŞEHİR, ÜLKE [UÇUŞ VARİŞ YERİ]'ne seyahat etmesini onaylıyoruz.

EBEVEYN/VELİ İMZASI: _____

TARİH: ____/____/____ (Gün/Ay/Yıl)

Acil Durum Telefon No.su: _____

MEF International Schools
Izmir Campus
Dokuz Eylül Mah. 699. Sokak No:2
Gaziemir Izmir, TR
Telephone: +90 232 274 74 74

Appendix 8 - Student Health Form for Overnight trips



**STUDENT HEALTH INFORMATION FORM
OVERNIGHT FIELD TRIPS**

Please answer the questions below and return the form to school.

Name of Student:

Date of Birth:

Medication Information

Please list below any medication/s that will be brought during the trip.

All medication must be in the original container and labelled with the students name.

Name of medication: When should it be administered: Dose: Reason for medication: Possible side effects:	Name of medication: When should it be administered: Dose: Reason for medication: Possible side effects:
--	--

Health History

1. Does your child have any or has s/he had any significant medical conditions??
2. Does your child have any dietary restrictions? If yes please describe.
3. Does your child have any allergies? If yes please describe.
4. Your child's blood type (please circle one) : A+ A- B+ B- AB+ AB- O+ O-

I, hereby declare that all the information provided in this form is true and accurate to the best of my knowledge. Any omission of important medical information may prevent the child from receiving proper medical care when/if needed.

Parent's Name:

Parent's Signature:

Date:

Appendix 9 - Overnight/International Trip Itinerary

**MEF INTERNATIONAL SCHOOL
INFORMATION FOR OVERNIGHT TRIPS**

Itinerary	
Date:	• 2:00 pm - Depart MEF IS • 3:55 pm - Depart Izmir (ISL Airport) • 5:25 pm - Arrive DESTINATION airport • 6:15 - DESTINATION Hotel check-in • 7:00 - Dinner (restaurant near hotel) • 9:00 - Everyone in their rooms • 10:00 - Lights out
Date:	• 6:30 am - Wake up call • 7:00 am - Breakfast • 8:00 am - Check-in • 9:00 am - ACTIVITY • 10:45 am - ACTIVITY • 1:30 pm - Lunch • 2:30 pm - ACTIVITY • 4:30 pm - ACTIVITY • 6:00 pm - Dinner (restaurant near hotel) • 8:00 pm - Everyone in their rooms • 9:00 pm - Lights out
Date:	• 7:30 am - Wake up call • 8:00 am - Breakfast • 9:00 am - Arrivals • 9:30 am - ACTIVITY • 12:45 pm - Lunch • 1:30 pm - ACTIVITY • 3:00 pm - ACTIVITY • 4:30 pm - Break • 5:00 pm - ACTIVITY • 7:00 pm - ACTIVITY • 8:00 pm - Dinner (restaurant near hotel) • 9:00 pm - Everyone in their rooms (packing bags) • 10:00pm - Lights out
Date:	• 7:00 am - Wake up call • 11:05 am - Depart DESTINATION (Airport) • 12:10 pm - Arrive Izmir (Airport) • 2:00 pm - Arrive to MEF (subject to change depending on traffic)

Contact Information	
Teacher:	Phone #:

	Email:
Teacher:	Phone #: Email:
Teacher:	Phone #: Email:

Trip Information	
Field Trip Date:	Transport Mode:
Destination / Locations:	Teacher Leaders:
Flight details:	All Supervising Staff:
Hotel information:	Cost of trip:

Safety and Behavior Expectations

- Students will stay within eyesight of a teacher at all times outside of their hotel room.
- A group check-in will be made before departure at the airport.
- Students will **not** enter the pool, restaurant, or other hotel facilities without teacher supervision.
- Students and teachers will **not** consume alcoholic beverages while on the trip.
- Students and teachers will **not** smoke (including e-cigarettes) while on the trip.
- Weak swimmers may **not** enter open water.
- Weak swimmers may only enter the children's area of the hotel pool with teacher supervision.
- Students will carry their phone with them at all times.
- Lights out will be at **00:00** each night.
- Morning meeting time will be **00:00** each morning.
- Students and teachers will **not** leave their hotel room after lights out (**00:00**) until morning meeting time (**00:00**).

Packing list

We will be spending **NUMBER** nights in **CITY, COUNTRY**, which will be **WEATHER CONDITIONS**. Please pack accordingly.

Essential items:

- Proof of ID to travel (Turkish kimlik and Passport) - This will be carried by a teacher at all times
- **NUMBER & CURRENCY** - approximate cost for **NUMBER** meals
- Smartphone + charger
- Sunscreen
- Hat

- Sandals / flip flops
- Beach towel
- Comfortable shoes for walking
- Swimwear for suitable for open water (beach)
- Sportswear for activities
- Clothing suitable for warm/hot beach weather
- Clothing and undergarments suitable for **NUMBER** days in warm/hot weather
- Clothing and undergarments suitable for **NUMBER** evenings in warm/hot weather
- Toiletries
- Personal medication (Please let **TEACHER** know)

Suggested items:

- Headphones / earplugs
- Book
- Snacks