

Medicine Hat Public School Division

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INTERNATIONAL FIELD TRIPS – FINAL APPROVAL

(Completed by the Lead Teacher. Submitted to the Superintendent or designate.
To be submitted with accompanying documents 2 weeks prior to scheduled Board meeting.)

1. Event Details

Event(s) and Destination(s): Yokohama ; Area , Japan		Date(s): July 19 2024 to Aug 3 2024.
Name of Lead Teacher: Glen Mori		School: MHHS / CHHS
☒ Extracurricular	Group/Team/Class: Japanese Yamato Exchange Program	
☒ Curricular		
Number of male students: 6	Number of female students: 11	Supervisor to Student Ratio: 1:6
Names of other Supervisors: Glen Mori, Rachael Robinson, Tonya Mori		

2. Procedures: I can confirm the following:

1. I have prepared participating students with pre-teaching that connects the trip to their learning.	☒
2. I have booked transportation.	☒
3. I have collected all necessary volunteer forms.	☒
4. I have collected fees from all participants.	☒
5. All finances related to this trip have been handled in the school office.	☒
6. I have met with volunteers and chaperones and explained their duties in full.	☒
7. I have held meetings to inform all the participants' parents of trip itinerary, expectations for students, contact information while on the trip, and communicated post-event pick-up arrangements.	☒
8. I have informed parents of vaccination recommendations, particularly for Measles and for specific vaccinations required by the destination country: https://travel.gc.ca/travelling/health-safety/vaccines	☒
9. I have registered (or verified) each participant: https://travel.gc.ca/travelling/registration	☒
10. I have reviewed and communicated the relevant travel health and safety risks to all participants and participating students' parents.	☒



3. Risk review: I can confirm the following:

- | | |
|--|-------------------------------------|
| 11. A satisfactory report travel from Government of Canada – Travel and Tourism
https://travel.gc.ca/travelling/advisories | ☒ |
| 12. The planned activities are consistent with the standards in <u>School Physical Activity, Health & Education Resource for Safety</u> and in compliance with MHSD policy. | ☒ |
| 13. The planned activities are suitable to the age, developmental level, and physical condition of the participants. | ☒ |
| 14. Participants have been progressively taught and coached to perform planned activities properly and to avoid the dangers inherent in the planned activities. | ☒ |
| 15. The equipment for the planned activities is adequate and suitably arranged. | ☒ |
| 16. The planned activities will be adequately supervised for the inherent risk involved. | ☒ |
| 17. We have a suitable first aid kit. | ☒ |
| 18. Name(s) of the supervisor(s) with current First Aid training:
Glen Mori, Tonya Mori, Rachael Robinson | |
| 19. The medical facilities nearest our destinations are:
Various. | |

4. Transportation Details

Name(s) of Volunteer Driver(s):

Flight details
Airline: Flight #

Departing flight (and connections):

West Jet Flight # WS80 Calgary, AB (YYC) July 19, 2024 3:00 PM

Returning flight (and connections):

West Jet Flight # WS81 Morita Int. (NRT) August 3, 2024 6:30 PM

Other transportation details (if not included above):

Bus (MHHS) to / from Medicine Hat to Calgary (and return)

5. Expenses

Total cost of trip: \$3575	Fundraised: Individual	School funds: N/A	Cost to student: \$3575
Other information related to expenses: ☒ Travel Accounting Template with initial estimates completed. (720 E 015) – Final trip accounting report must be submitted to central office 20 days after return of the trip. ☒ Travel Declaration for National-International Trips completed. (720 E 014)			
Did you use a tour company? ☒ Yes - Attach detailed tour information (Flights only - Direct Travel) ☐ No - Attach a detailed itinerary and a satisfactorily completed Off-Site Activity Risk Assessment (720 E 006)			

6. Attachments

1. Completed International Trips - Approval in Principle (720 E 010)	☒
2. Completed Consent for National – International Trips for all students (720 E 014).	☒
3. Completed <u>Consent Letter for Children Travelling Abroad</u> for all students, signed by parents/guardians <u>and</u> preferred witness. (need birth certificate/Japan addresses)	☒
4. Completed Volunteer Registration Form for each non-staff supervisor (720 E 013)	☒
5. Completed Automobile Driver Authorization Form for any person transporting students (720 E 007).	☒
6. Copy of all travellers' passports (confirming date of expiry 6 months from expected date of return).	☒
7. Completed Travel Declaration for National-International Trips (720 E 014) and Travel Trip Accounting 720 E 015.	☒
8. Complete list of participants including name, students' cell phone numbers (if available), parent contact information, identification of specific medical conditions, allergies, or special considerations on provided spreadsheet. <i>If any participant is known to have severe allergic reactions, or has specialized medical conditions, attach a plan outlining additional precautions, created in consultation with the parent.</i>	☒
9. Duties of all supervisors.	☒
10. Parent meeting(s) attendance sheet(s), agendas/minutes.	☒
11. List of locations and contact information of Canadian Government offices abroad. https://travel.gc.ca/assistance/embassies-consulates	☒
12. Names, addresses and contact numbers for each accommodation, listed by date.	☒
13. Final and complete itinerary.	☒

8. Declarations and Signatures

Lead Teacher:

I have reviewed AP 720 P 001 and understand my responsibilities as a lead teacher for this international trip. I confirm the information in this form to be true.

Signature: _____

Date: _____

Secretary Treasurer or Designate:

I have reviewed the submitted documents for this international trip and confirm that the Lead Teacher's plans comply with School and Division Procedures.

Signature: _____

Date: _____

OHS Officer:

I have reviewed the submitted documents for this international trip and confirm that the Lead Teacher's plans comply with School and Division Procedures.

Signature: _____

Date: _____

Superintendent or Designate:

I have reviewed the submitted documents for this international trip and I approve this trip.

Signature: _____

Date: _____