



FIELD TRIP POLICIES & PROCEDURES FOR HOME-BASED PROGRAMS 202-27

HOMESCHOOL FIELD TRIP POLICY

To ensure smooth coordination and fairness for all participating families, the following field trip policies are currently in effect:

1. **Guest Limit**

Each homeschool family may bring a maximum of **two (2) guests** per field trip. Guest participation is subject to availability and must be confirmed at the time of registration.

2. **Ticket Purchase Completion**

Parents must **complete the purchase of field trip tickets within 24 hours** of adding them to their cart. If **any ticket in the order is left unpaid**, the **entire order, including student tickets, will be canceled**, and any instructional funds used will be automatically refunded to the student's account.

3. **Refunds**

Refunds **cannot be issued after the registration deadline** listed on the promotional field trip announcement. This deadline allows us to confirm attendance and finalize payment with our hosting venues.

4. **Date Changes and Missed Field Trips**

Field trip dates **cannot be switched** for an alternate visit date.

Funds from a **missed field trip** (regardless of reason) **cannot be applied or transferred** toward another field trip or future event.

5. **Field Trip Limits for Montessori Voyage, Virtual Academy, Venture Online, Connections Academy, and Classical Community of OC Participants.**

Students enrolled in Virtual Academy, Montessori Voyage, Venture Online, and Classical Community of OC may attend a total of **FOUR** field trips per year. Connections Academy can participate in **TWO** field trips per year.

*If a student registers for a field trip but **can no longer attend for personal reasons**, that registration **will still count** toward the semester's allotted maximum. Additional registrations beyond this limit cannot be accepted.*

FIELD TRIP LIMITS	
PROGRAM	FIELD TRIPS ALLOWED PER YEAR
Montessori Voyage	4 field trips
Virtual Academy	
Venture Online	
Classical Community of OC	
Connections Academy	2 field trips

6. Chaperone Substitution

If the **original registered chaperone** is unable to attend, families may send an **alternate chaperone** in their place.

- A **written consent email** from the parent/guardian must be submitted to the **Field Trip Coordinator** prior to check-in.
- The alternate chaperone must meet all standard participation requirements and present a valid ID at check-in.

FREQUENTLY ASKED QUESTIONS

Which programs are eligible for field trips?

Students enrolled in the following programs may participate in field trips: Virtual Academy, Venture Online, Homeschool, Arrow, Journey, Montessori Voyage, Connections Academy, and Classical Community of OC.

Please note that participation limits may apply depending on the program. For students in Virtual Academy, Montessori Voyage, Venture Online, Connections, and Classical Community of OC, we recommend contacting your program director directly for specific eligibility details and guidelines.

How many guests may register?

To attend a field trip, parents must register their qualifying student through **Bookmart Marketplace**. Additionally, **at least one parent chaperone is required to register** to accompany the student.

Each homeschool family may bring a maximum of two guests. This guest policy ensures more Springs students have the opportunity to participate in these educational experiences.

Some exceptions apply, such as for **winter musicals**, and will be clearly noted at the bottom of the field trip listing in Bookmart Marketplace.

Is transportation provided?

Transportation is **not provided**. Chaperones are responsible for arranging their own transportation and covering any associated parking fees.

How can I cancel my order?

Orders can be canceled and refunded in Springs Marketplace: locate the left menu bar, then click **Events > Manage Registrations > Cancel** on or before the registration deadline. For orders that need to be canceled after the deadline, please email field.trips1@springscs.org to notify us.

The original registered guest(s) can no longer attend the field trip with my student(s). Can I edit my order and have a different chaperone attend?

Yes, orders can be edited in Bookmart on the menu bar under **MANAGE REGISTRATION**.

Upon registration, I only purchased one adult, but I now want to bring an additional adult. Can I do that?

As long as tickets are available, additional guests and students may be added to the order. To do so, edit the order in Bookmart on the menu bar under **MANAGE REGISTRATION**.

The field trip we want to attend is sold out. Is there a waitlist?

Unfortunately, there are no waitlists. Please check the field trip in the mornings, as there are cancellations, which will free up attendance spots.

I've registered and paid for my field trip. Now what?

A reminder newsletter with essential field trip details such as the address, meeting location, check-in start time, and program start time is usually sent out one week before the scheduled trip. Please check your junk or spam for this newsletter or contact the field trip coordinator at field.trips@springscs.org with any questions.