

Appendix A to Rule 5101:2-13-14

## Written Permission When Children Are Transported

### Routine Trips

Written permission from the parent shall include:

- The child's name.
- The destination(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported.

The written permission shall be valid for the routine trip(s) for one year or until withdrawn by the parent.

### Field Trips

Written permission from the parent shall include:

- The child's name.
- The date(s) and destination(s) of the trip(s).
- The departure and return time(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported.

The provider shall secure written permission for all field trip(s) and shall inform the parent about each trip in advance.