



Field Trip Process 2015-2016

Please familiarize yourself with St. Croix Prep's field trip process. Please note that once you complete the annual release form, all fieldtrip registrations and payments may be made on-line via SchoolView w/ Fee Pay.

Release Form

If your student will be attending any of the voluntary field trips during the 2015-16 school year, please complete a Field Trip Release From Liability Form. This form is also located on the Lower, Middle and Upper Schools' homepage at www.stcroixprep.org. This release form will be effective for the entire 2015-2016 school year for each of the field trips your child is registered to attend. *This release form must be submitted to the school office prior to the student's first field trip. Though the liability release form is effective for entire school year, a separate registration is required for each field trip. If your child is registered to attend a particular field trip, your signed liability release form will be effective for that field trip.

Registration and Payment Process

Parents must register their student and pay for each field trip either on-line through SchoolView w/ Fee Pay or manually using the Field Trip Registration and Payment Form. This form will be either emailed home or sent home with your student if you do not have access to email.

Registration and Payment via SchoolView (credit card or auto check/savings debit)

SchoolView with FeePay is the most efficient way to register. To complete the process, go to your SchoolView w/ FeePay account, select the appropriate student, select 'FeePay' and then 'Activity Catalog', add the activity to your shopping cart and complete your registration/ payment by 'checking out' with your shopping cart. Your registration is completed once the payment process is complete. Once you complete registration (and payment if applicable), a confirmation email is sent to you and to your student's teacher, notifying him/her of the student's attendance. If you do not yet have a SchoolView sign-on, contact Nancy Reistad (nreistad@stcroixprep.org).

Manual Registration and Payment (cash/check)

Complete and return the Field Trip Registration and Payment Form, along with payment (if required), in a sealed envelope, addressed to: 'Business Office/Fieldtrip'. This sealed envelope will be forwarded to the business office for processing. The business office will record the student's registration and payment on SchoolView so that teachers are notified.

Waived and Reduced Fees

If your family has qualified for educational benefits, field trip fees are adjusted accordingly and reflected on SchoolView with FeePay. Field trip fees are \$0 for students who qualify for waived fees and 50% of the full-price for students who qualify for reduced fees. Students qualifying for waived or reduced fees must still register for the field trip and parents must complete a Field Trip Release from Liability form (see 'Release Form section above).

Attendance at all SCPA field trips is voluntary and payments are non-refundable.

If your student will NOT be attending the field trip, indicate this on the manual Field Trip Registration and Payment Form *to the school or simply email your student's teach directly. However, once a student is registered for a field trip, refunds are not issued under any circumstances, including student illness.*

Questions?

Please direct all additional Field Trip and SchoolView with FeePay questions to main office administrative assistant, Nancy Reistad (nreistad@stcroixprep.org or 651-395-5994)