

January 7, 2016

Dear Fifth Grade Parents,

As many of you may know, in the spring we will be taking our 5th grade students on an overnight field trip to Forest Glen Camp & Retreat Center. It is located in the Sam Houston National Forest outside of Huntsville, Texas. The goal of this field trip is to provide an outdoor experiential educational program that is designed to complement students' academic curriculum and to enhance character development. The camp is fully-staffed. We will be busy from morning to evening for the three days and two nights that we are there.

When: Wednesday, May 18, 2016 - Friday, May 20, 2016

Departure from ACA: All students must at school by 7:15 a.m. on Wednesday. The school busses will depart at 7:45 a.m. Sorry, we cannot wait if someone is late! More details about this will be announced as we get closer to the field trip.

Arrive Back to ACA: Friday at approximately 4:00 p.m.

Who: ACA 5th Graders - **This is an earned privilege and is at the discretion of teachers and campus administrators.** To be able to attend, students **MUST MAINTAIN GRADES AND GOOD CITIZENSHIP (E or S for 4th 9-weeks) AND PASS ALL CLASSES FOR THE YEAR.** Students with more than 18 absences and/or excessive tardies will be ineligible to attend. Final determination of eligibility will be made on a case-by-case basis by campus administration regarding students who have earned suspensions, and/or excessive absences and tardies.

Sponsors: Several 5th grade teachers, ACA nurse, and other staff from ACA. The camp is also fully-staffed.

Cost per student: \$90.00 This cost includes lodging, all meals, and transportation fees. The normal camp cost is \$120/student! The low cost of the trip is due to a significant PTO contribution and all of our fundraising efforts!

Cost per parent chaperone: \$110.00 Parents sleep in cabins with students (two or more men in each boys cabins, two or more women in each girls cabins). Cabins are air conditioned and have lights, bunkbeds, and restrooms with running water. We need a minimum of 12 adult men and 12 adult women to go with us, and there is room for more at the camp! Due to space limitations on the bus, we need parents to carpool in personal vehicles to help us carry luggage. **All chaperones must have submitted a volunteer application packet (including copy of driver's license) and have been cleared by the business office to volunteer. If you have not submitted paperwork yet, you must do so before January 31, 2015! There are no exceptions after this date. Make sure you are approved by contacting either Mrs. Hattendorf in the front office or Mrs. White in the house!!**

We need an accurate count of students and chaperones planning on attending, as soon as possible. If you are unsure about whether you or your student will be able to go, please still return the form and add a note by **Thurs., January 14, 2016.** All student and chaperone **trip money is due by no later than Tues., April 26, 2016.**

Child's Name _____ Homeroom Teacher _____

Parent's Name _____ Email Address _____

Phone Number _____

___ Yes, I want my child to go on the field trip and I am enclosing \$90.00.

___ Yes, I want my child to go on the field trip, but I am not enclosing any money at this time. I understand the balance of \$90.00 is due on or before Tues., April 26, 2016.

___ No, my child is unable to attend. I understand that my child is expected to be at school on those days and will be given assignments to be completed at school on those days.

___ I will attend the camp as an adult chaperone, and understand that I will need to send in payment for \$110.00 to cover my chaperone expenses.

___ I (**the chaperone**) am able to (circle one) – We will not have room on the bus for parents, just students and staff. Parents are encouraged to carpool due to limited parking at the camp.

Drive alone & carry luggage

Carpool as passenger with another parent

Drive & carry luggage &/or passengers

Parent Signature _____ **Date** _____