



Consent Form for International Student Activities

To Parent(s) or Legal Custodian(s):

Please carefully read the contents of this consent form before signing it. Clarify any concerns with the International Program Staff before signing it. If this consent form is not signed and returned to isp@epsb.ca or through the registration portal, your child WILL NOT BE ALLOWED TO ATTEND.

Description of the Activity:

PD Day Activity Opportunities:

- Professional Development Days (PD Days) are days when there is no school for students but staff attend to improve their professional practice.
- These PD Day activities are opportunities for international students to get out and see different parts of Edmonton. They are free optional opportunities for students to join, in order to meet other international students and see the city.

Dates:

- Activities will occur on PD Days and potentially on weekends. Please consult the [Division's Printable Calendars](#) to determine what those dates will be for a given school year.
- Dates, locations and itineraries will be emailed to students and their custodians.
- Students can attend as many or as few days as they choose, so long as there is space available.

Purpose or Educational goal:

- To allow international students to see different parts of Edmonton and learn more about Canada.

Proposed itinerary:

- Students will be required to arrive at the venue on their own. International Program Staff will meet them at the venue, assist the venue staff and ensure all fees are paid for international students. Students will then be required to return home on their own.

Cost to the student:

- There are no costs to the students for these activities. However, students must arrive at the activity site on their own (e.g. city bus, host drop off, parent/custodian accompaniment).

Number of participants:

- There will be approximately 30 students able to participate at each activity depending on the size of the venue. 3 to 4 International Program staff will be present to assist and supervise international students once at the venue. Site staff will provide tours, if applicable.

Detailed description of all activities:

- Students will have the opportunity to visit prominent tourist attractions. These attractions may include venues like the Alberta Legislature, Edmonton Valley Zoo, Fort Edmonton Park, Muttart Conservatory, Royal Alberta Museum, Telus World of Science, and Walking Tours.
- Detailed information about each activity will be communicated to students via email approximately one month prior to the date. Students will need to respond to the email in order to participate.



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Detailed description of contingency plan:

- All efforts will be made to provide ample notice of any cancellations. Should International Program staff not be able to reach all participants, staff will go to the activity site and assist in getting students home.
- On the day of the event, should a change in activity be required that affects the timing or safety of the students, parents/legal custodians will be contacted to ensure they are aware of these changes.

Detailed description of any unusual or significant hazards:

- International students will not be participating in any high risk activities (e.g. open water activities, skiing, tobogganing)

Please note: Activities are intended for students who are here in Canada on their own - generally ages 14 years and older. If space remains, students younger than 14 (who must be accompanied by an adult) will be invited by International Programs Staff.

Description of the Supervision

International Program Staff:

- [Christopher Jetté](#) 780-429-8652 Student Advisor
- [Christian Laubman](#) 780-429-8112 Student Advisor
- [Elizabeth Shen](#) 780-429-8359 Supervisor
- [Jhun Plaza](#) 780-429-8249 Administrative Assistant
- [Meguru Nakaya](#) 780-429-8302 Programs Liaison

Supervisory arrangements:

- International Program Staff are responsible for meeting International Students at the venues, taking attendance, supervising while the activities occur, paying for activity costs, and ensuring students are taking appropriate transportation

Safety precautions (e.g., wearing helmet on skating rink, supervisors with first aid training, for alpine skiing/snowboarding: mandatory lessons or CSIA certification):

- International Program Staff are all trained in First Aid.
- International students will not be participating in any activities that require safety equipment.

Emergency procedures to be followed in the event of injury, illness, or unusual circumstances:

- In the event of an injury or illness, a typical emergency response to be followed by supervisory staff may include the following:
 - assessment of the situation and provision of first aid as necessary
 - decision to involve emergency response teams (paramedics, etc.)
 - contact with parent/legal custodian/emergency contact (when possible)
 - decision to proceed with emergency assistance and necessary medical treatment
- Unusual circumstances may include plans to respond to any students whose unacceptable behaviour interferes with the safe, respectful or orderly operation of the activities.
- Parents/legal custodians, school administration, and Division Support Services will be notified of any emergencies by phone.



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Thank you for considering your child's participation in these activities.

Consent and Authorization

Important: Parent(s)/Legal Custodian(s). The following sections contain important information. Please read them carefully and ensure that you understand them completely.

Changes to Itinerary and Associated Costs

I understand that the field trip will follow the description of the field trip set out above as closely as possible. I also understand that contingencies can arise that necessitate sudden changes to activities and destinations.

I agree that International Programs Staff have full authority to make decisions of this nature, during the activity, without obtaining my further consent.

If such changes involve extra cost, I agree to repay the school Division for those costs associated with my child.

Cancellation

I understand that the Superintendent of Schools has full authority to cancel or modify any field trip without notice for any reason the Superintendent deems appropriate.

I agree that the Superintendent of Schools has such authority and that the school Division will not reimburse me for any money I may have lost as a result of such cancellation.

Discipline

I understand that my child must obey the rules established by the school and the field trip supervisors.

I agree that if my child severely breaches the rules they might be sent home.

I agree that if my child is sent home under such circumstances, I will be responsible for all associated costs incurred, including the cost of special travel arrangements.

Illness and Injury

I understand that illness and injuries sometimes occur on field trips.

I agree that if illness or injury necessitates the expenditure of money for special travel arrangements or any other reason deemed necessary by the International Programs staff, I will be responsible for all of those costs.

I authorize any of the International Program Staff on the field trip to consent to any medical attention my child may require.

Student Accident Insurance

In addition to insurance international students purchase through the program

(<https://www.studyinsured.com/epsb>), Edmonton Public Schools purchases [Blanket Student Accident Insurance](#) for the benefit of students and parents. Parents/Custodians are strongly encouraged to review their insurance coverage.

Families may purchase additional insurance called "[Voluntary Student Accident Insurance by StudyInsured](#)".

Parents are encouraged to review this additional insurance coverage.

I agree that I will purchase Voluntary Student Accident for my child if I wish to have such insurance.



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Field Trip Consent:

I have read and understood all of the information in this package.

I have obtained any additional information I feel I need to satisfy myself that I want my child to participate in the activity.

I consent to the participation of my child named below.

I understand that photos or videos of students attending or participating in the activity that is open to the general public may be taken by participants, others, or the media, and that Edmonton Public Schools cannot control or prevent the further distribution of these images.

I also consent to my child's participation in all activities associated with International Programs except as I have specified below:

Student's Name: (please print)	
Parent/Legal Custodian Name: (please print)	
Parent/Legal Custodian Signature:	
Date:	

Custodianship Arrangements:

Please check the appropriate box and provide the information requested, if required.

Parent is accompanying the student.

CHN will be the legal custodian.

Student has a private custodian. The legal custodian will be someone other than the natural parent or CHN custodian. A copy of the Notarized Custodianship Declaration Form including their contact information is submitted into International Programs.

Continue to the next page.



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Consent to Post or Publish Student Information:

Edmonton Public Schools, International Programs, is requesting permission to use your child's personal information (images, grade, first name and last initial) outside of the school community for the purpose of advertising about EPSB International Programs.

Consent is voluntary. You can withdraw or change your consent by contacting isp@epsb.ca at any time.

Once a student's image, name and other identifying information is released publicly, Edmonton Public Schools cannot control or prevent the further distribution or use of the material by those who access the information.

For more information, please contact isp@epsb.ca.

Please make a selection:

YES, I consent to my child's personal information, which may include photos or videos being shared on the Internet (including our own website and on the websites of recruitment agencies), in brochures, in external recruitment tools, on social media, in presentations, and in memory folders of field trips that are shared with parents, legal custodians and students.

NO, I do not consent to my child's personal information being used or disclosed for any of the stated purposes.

Student's Name: (please print)	
Parent/Legal Custodian Name: (please print)	
Parent/Legal Custodian Signature:	
Date:	

Freedom of Information and Protection Of Privacy Act (FOIP)

Edmonton Public Schools collects, uses and discloses personal information of students and parents as outlined under the provisions of the Education Act and in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). This is required for educational purposes and to support a safe and respectful learning and working environment for students and staff.

Other information:

Student's Medical Information (please advise us of any known medical condition(s), allergies, dietary restrictions, fears, etc.):

For Office Use Only: This signed consent form must be retained for 3 years, according to the School Retention Schedule.