

# Afterschool Program Field Trip Approval

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are excited to inform you that our afterschool program has planned a field trip to [Destination] on [Date of Trip]. This is a wonderful opportunity for our students to [briefly describe the purpose of the trip, e.g., learn about science, history, etc.].

Please find the details below:

- **Departure Time:** [Time]
- **Return Time:** [Time]
- **Cost:** [Amount]
- **Lunch:** [Packed, provided, etc.]

We kindly ask for your approval for your child to participate in this field trip. Please sign the permission slip below and return it by [Return Date].

## Permission Slip

I, the undersigned, give permission for my child, [Child's Name], to attend the field trip to [Destination] on [Date].

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your support and cooperation. If you have any questions, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Afterschool Program Name]