



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Carol A. Pilarski
Assistant Superintendent for Curriculum, Instruction,
and Professional Learning

(781) 861-2580 x220
email: cpilarski@sch.ci.lexington.ma.us
fax: (781) 863-5829

TO: Elementary Principals, Teachers, and Nurses
FROM: Carol A. Pilarski
RE: Big Backyard Permission Slip Procedure
DATE: September 2013

Permission Slip Procedure for Big Backyard Nature Walk Program

1. A single blanket permission slip can be sent home at the beginning of the year for parents to sign and return to school. This standard permission slip should be used at all the elementary schools. The permission slip should describe the Big Backyard nature walk program and explain to parents that some walks will be on school grounds while others will be off school grounds. It will also notify parents that the trips will be led by trained parent volunteers. Additionally, the permission slip will ask parents to notify the school nurse about any changes in a child's medical condition that might need to be considered on a nature walk.
2. The standard Lexington permission slip should be signed for trips to locations that are more than a few minutes away from school, like to Whipple Hill.
3. A communication form should be completed by the teacher with the name of the walk (i.e. Native American plants), date and time period of the walk, and the location of the walk. Send this information to the nurse with a copy to the school secretary. The form should be submitted at least one week prior to the nature walk. This will allow the nurse to check the class list and notify the teacher if there are any special health concerns.
4. Teachers are expected to accompany the volunteer-led groups on nature walks. **TEACHERS MUST ACCOMPANY GROUPS OF CHILDREN HAVING ONE OR MORE CHILDREN WITH SERIOUS MEDICAL CONDITIONS.**
5. Although separate permission forms are not being required for each nature walk, teachers should send home a note to parents prior to each nature walk to remind them that the walk is taking place and to advise parents about what constitutes appropriate dress for the walk and the need to apply insect repellent at home on the day of the walk. In addition, parents should be reminded to notify the school nurse about any changes in their child's medical condition.
6. Please be sure to make arrangements for accommodations for children with special needs.