

Field Trip Checklist

COMMUNITY CHRISTIAN SCHOOL

A well-prepared field trip provides an effective learning experience for students and parents. Please follow this checklist as you prepare.

Two weeks or more prior to Field Trip

- _____ Submit copy of field trip request to school administration.
- _____ Once field trip is approved, schedule it on the school's master calendar.
- _____ If school-owned transportation is required, check on availability and reserve the vehicle(s) for the field trip day.
- _____ Prepare Permission to Participate Form for administration approval before distributing it to parents.
- _____ Begin preparing students for the educational objectives of the field trip. Students should know what they are to look for and what questions they should be able to answer as a result of the field trip.

One week prior to Field Trip

- _____ Distribute Permission to Participate Forms to classroom families. If home school students are assigned to your class are included.
- _____ If using parent vehicles, check the school's approved driver list. Contact those parents on the approved driver list to request their assistance and commitment. If not enough listed drivers can make commitments for your event, give Volunteer Drive additional parents and solicit their help. Have the forms returned to the administration as soon as possible.
- _____ Begin collecting permission forms and, if required, any money due from students. **Remember: No monies to be collected for transportation in a privately owned vehicle.** Remind students that they must have permission slips or they will not go on the trip. Have the forms returned two days before the trip. (Money may be collected and held at the school office. All financial record keeping is the teacher's responsibility. Keep accurate records!)
- _____ Check to see if you have any playground or other supervision duties on your field trip day that may need to be covered by another teacher.
- _____ Prepare map and driving instructions to destination for volunteer drivers. Sometimes cars may become separated by lights or traffic. You don't want anyone to get lost!
- _____ Reconfirm your volunteer drivers/chaperones. Send the Driver/Chaperone Instructions Form and map or driving instructions home for their review. Be sure to include the school's phone number and the teacher's cellular phone number on the sheets. Ask drivers to call the school right away if there is car trouble, if they are lost, or if someone has been hurt or is ill.

Two Days Prior to Field Trip

- _____ Call destination contact person to confirm trip or activity.
- _____ Make this the deadline for permission slips and any money due. (This will give you one last chance to contact parents of students with missing slips/money.)
- _____ Turn student money into school office if a school check is needed for your destination event.
- _____ If any students have been opted out of the trip by their parents, make arrangements for their care while you are away from the building.
- _____ (Preschool/Primary grades) Make a nametag with school name and phone number for each child.
- _____ Pick up copies of the students' Annual Field Trip/Medical Forms from the school office if your destination is more ten miles from the school.
- _____ Pick up the first aid kit. Collect any additional items needed for the trip so that you are ready to depart. (bee sting kit, etc.)
- _____ Check whether any field trip students have medications that are normally administered through the school office and must be taken during the field trip, if so, make appropriate arrangements for field trip day.
- _____ Prepare your Driver/Student List. Be sure to give a copy to the school office.
- _____ Review appropriate field trip behavior, safety issues, snack/food arrangements, clothing, etc., and any last minute announcements regarding the trip with your students. Encourage sack lunches/canned drinks so you don't have to keep track of lunch boxes and thermos bottles.

Field Trip Checklist Cont'd

Field Trip Day

- _____ Give the revised, final Driver/Student List to the school office before departing.
- _____ Make sure that the first aid kit and other items (Annual Field trip/Medical Forms, student medication, cellular phone, etc.) are loaded in the car in which the sponsoring teacher is riding.
- _____ Welcome volunteer helpers.
- _____ Have several extra copies of Driver/Chaperone Instructions and destination maps available for any volunteers who may have forgotten to bring theirs along.
- _____ Before leaving on the trip, go over the field trip guidelines and expected behavior one last time with the class and chaperones.
- _____ Take roll call before leaving school.
- _____ Pray with your group before leaving.
- _____ Upon arrival at field trip destination, form a group and keep order at all times. Remember you are representing our school and the Lord.
- _____ Before returning to school, do a head count (and roll call if necessary) to make sure that no student is being left behind.

Following the Field Trip

- _____ Return the Annual Field Trip/Medical Form copies to the school office.
- _____ Turn in to the school office a final copy of the Field Trip Approval Form with the post-trip evaluation completed on the back.
- _____ The teacher should make the association between the field trip and classroom learning very clear. Use class reviews and evaluations afterwards. Any question(s) that students were given before the trip should be discussed after the trip. The students may present individual and committee reports.
- _____ Send out appropriate thank you's.

Thank you notes were sent to:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____