

Field Trip Checklist

Name of Grantee Operated Site: _____

Teacher in charge: _____ **Activity:** _____

Destination: _____

Date of Travel: _____

Emergency Contact: _____ **Phone:** () _____ - _____

Supplies:

- ☐ Sign-in/out binder or clipboard, including emergency contact binder, list of allergies and child medications (ie: inhalers, epi pens, etc.) and child medication binder Agree
- ☐ First aid kit
- ☐ Payment for entry fees
- ☐ Lunches/snacks
- ☐ Bottled water
- ☐ Cell phone
- ☐ Camera (observations)

Before Departure:

- ☐ All children have signed permission slips
- ☐ All children have ID badges or other identifying labels/apparel
- ☐ Buddy system with designated chaperones
- ☐ Seatbelts/safety restraints fastened
- ☐ Bus evacuation drill
- ☐ Ice chest w/milk &/or water
- ☐ Back pack with supplies (see above)
- ☐ Count children

Arriving:

- ☐ Before disembarking, review emergency and safety procedures
- ☐ Review what to do if a child gets separated from the rest of the group:
 - Agree on a place to meet if someone gets separated from the group.
 - Identify safe persons (ticket taker, security guard, clerk, etc.) they might be able to ask for help.
 - NEVER leave the area with an unidentified person.
 - Reassure the children that if they do become separated from the group, you will be looking for them.
- ☐ Check names as children disembark / count children

Return Trip:

- ☐ Before leaving the field trip location, review emergency and safety procedures
- ☐ Count children