

Field Trip Checklist

(Hot Sheet)

CF/H-19 Revised 1/13

(mandatory)

The Field Trip Checklist will be utilized by Grantee bus monitors/center staff when transporting children to and from Field Trip activities.

There will be a four phase approach to planning/supervising each field trip.

- **Supplies:** the following supplies will be gathered prior to departure which would include but not be limited to: Sign-in/out binder, student roster, child emergency cards, water, lunches, snacks, first aid kit, child medications if needed at school, payment for admission if applicable, cell phone, and camera
- **At Time of Departure:** At time of departure, the following items will be checked by bus monitor/center staff: permission slips signed by parent/guardian for every child participating in the trip, ID badges/name tags on each child, “Buddy System” assigned with designated chaperone, Bus Evacuation Drill Completed, and a final count of children will occur
- **At Time of Arrival:** Children/Chaperones/Staff will review emergency and safety procedures including the action plan if someone is separated from the group and finally checking off the name of each child on the roster as they disembark for a child count
- **Return Trip:** Prior to leaving the field trip location, emergency and safety procedures will be reviewed and a final child count
- **Field Trip Checklist:** Will be kept for one year at Centers.