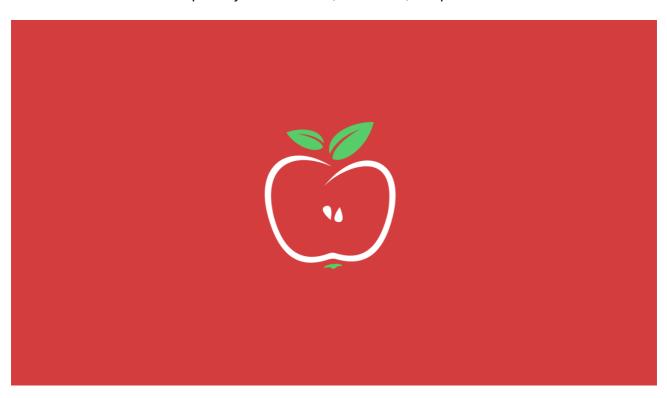
Preschool Field Trip Procedure Checklist

Use this preschool field trip procedure checklist to help you plan for a successful, fun, and safe field trip with your classroom, volunteers, and parents



Three to Four Weeks Before

	Submit need for subs/coverage to school office or permission to take classroom on field trip	
	Provide a sign up parent/volunteer sheet in classroom. Make sure to include date, times, and a short description of field trip and any responsibilities	
	Submit names and cell phone numbers of all faculty and chaperones attending the school trip	
	Distribute list of students who will be attending the school trip to all faculty (including attendance office) and include the times you are leaving/returning	
	Verify that trip is on the school field trip calendar. Have a reminder posted on student sign in sheet	
	Submit copies of signed permission slips to school office	
	Collect money/payment from parents for field trip	
	Submit copies of volunteer/chaperone form to school office for all non-faculty members attending the trip	
The Day/Night Before		
	Send out a final reminder to parents about the meeting time and location (by automated call service, email, or text message, or parent portal)	
	Communicate with your tour leader to confirm meeting time and location	
	Check the weather forecast. Dress accordingly. Remind parents the night before of the weather forecast and what students need to bring for field trip	

Make sure to charge cell phone	
The Morning of Field Trip	
Review assigned chaperone groups with students	
Review rules for behavior with students	
Review that day's itinerary with students	
Bring packed school lunches and water	
Provide each of the chaperones with a list of their students' names that the	y are responsible for during the field trip
Bring backpack with first aide kit, medical supplies, student medication, emergency contact information, and student roster	
Confirm that each chaperone knows their assigned bus number.	
Confirm that each chaperone has your cell phone/contact number	
Take roll and count students before leaving school	Make and Share Free Checklists checkli.com