

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 they 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

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