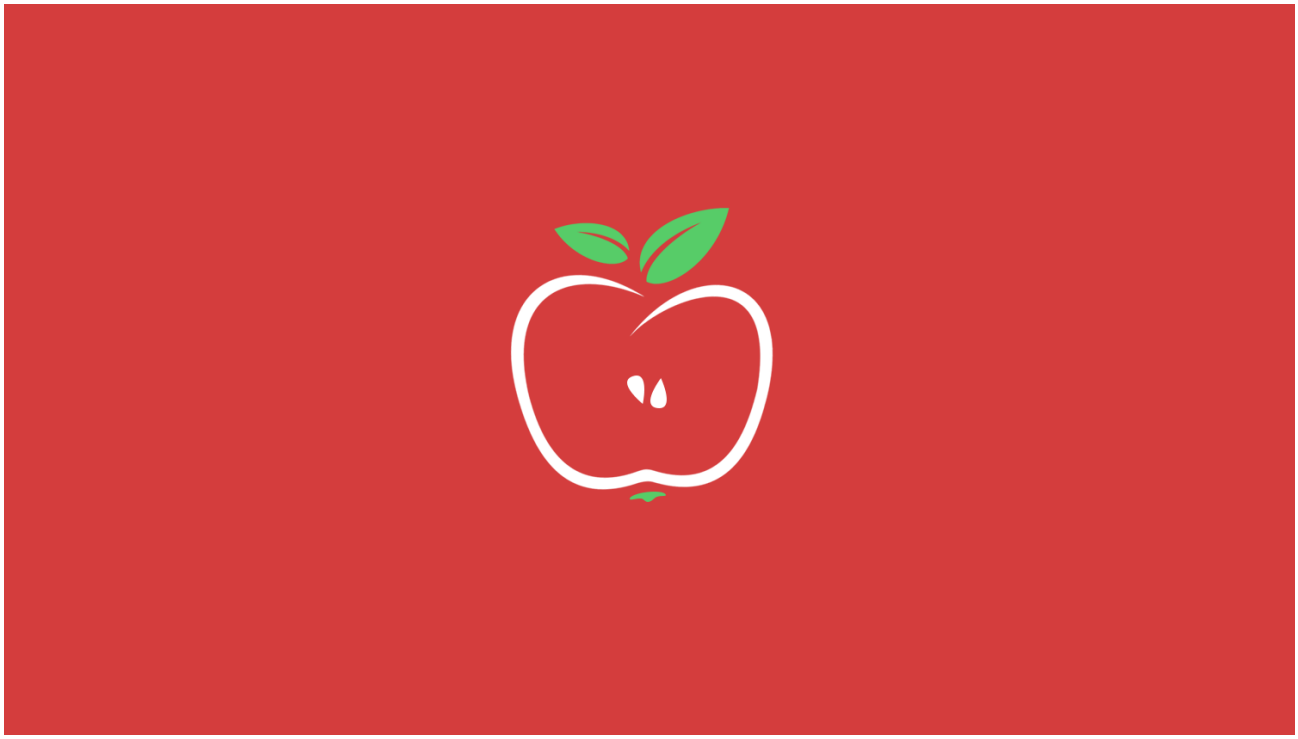
Preschool Field Trip Procedure Checklist

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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