

CROSSROADS FIELD TRIP CHECKLIST



PRIOR TO THE FIELD TRIP

- Pre-decide riding arrangements (drivers, passengers)
- Gather pertinent information (maps, cell phone #'s, etc...)
- Parent assigned to greet children (if arriving before school hours)
- Review field trip information & guidelines (be prepared)

BEFORE DEPARTURE - (Arrive 15 minutes *before students*)

- Meet in the classroom
- Emergency forms correspond with the students in each car
- First Aid Kit
- Directions and/or map to destination for each driver
- Name and number of "contact person" for each driver
- Payment (if necessary)
- Exchanged cell phone numbers with other drivers
- Tapes, books, games, car activities
- Reviewed PEARL rule with children (see Field Trip Guidelines)
- Working seatbelt for each child; seating behind airbag unacceptable
- Lunches/drinks loaded
- Restroom Break
- Prayer
- Headcount taken (preceding fieldtrip and before return to campus)

AFTER RETURN

- Parental phone call made (required if a student would not come under your authority at any time during the trip)
- Discipline Evaluations completed (if necessary)
- Field Trip Evaluation completed
- Emergency Forms and First Aid Kit returned