

Crossroads Christian School

FIELD TRIP POLICIES - Overview

PREPARATION FOR TRIP

- Be enthusiastic...it's contagious!
- Remember you are a *teacher*, not just a driver. Do YOUR homework too! Familiarize yourself with the field trip subject matter.
- Pre-decide car arrangements. (drivers, passengers per vehicle)
- Make sure you have adequate transportation (which includes a **working seatbelt for each person**).
- **Absolutely no children seated behind an airbag** unless the parent is the driver and permits his *own* child to do so (upper grades only).
- Parent drivers arrive early. Have students arrive *at least* 15 minutes prior to scheduled departure. (Rushing and disorganization can create safety hazards.)
- Prepare each car with activities to occupy students (i.e. interesting audio tapes – praise tapes and/or story tapes, verbal games, etc... - could be related to topic!!!)
- Be prepared...creates orderliness & security! Get good directions, maps for all drivers, pertinent phone numbers, communicate all plans with all drivers. Service your car, if necessary.

BEFORE DEPARTURE (Arrive 15 minutes prior to students)

- **Make sure emergency forms correspond with the students in each car.**
- Take fieldtrip first aid kit.
- Make sure all drivers have maps and/or directions with pertinent phone numbers. (Swap cell phone numbers, if applicable.)
- Working seatbelt for each passenger. Seating behind airbag is unacceptable.
- Meet in the classroom. Review “Pearl” Rule and take attendance.
 - P – polite / patient
 - E – example (Christlikeness)
 - A – attitude (good/cooperative)
 - R – respect / raise hand
 - L – listen / love one another
- Communicate to the children that, in addition to their classroom teacher, you are also their teacher for the day. Be loving and firm.
- Restroom break, if needed.
- Prayer before you leave.
- Head Count

AFTER THE TRIP

- **Return emergency forms** / first aid kit.
- Complete and return Field Trip Evaluation form.
- If needed, make parental phone calls. Complete Discipline Evaluation form and place in administrator's box.

***THANK YOU SO MUCH FOR BEING A PART OF THIS WONDERFUL
OPPORTUNITY FOR OUR CHILDREN!***