



FIELD TRIPS – APPENDIX 1

TEACHER'S CHECKLIST Planning Out-of-Classroom Trips/Tours		Please Check
1.	Itinerary planned and completed (also attached to the Application for Board Approval) .	
2.	Trip Approval Form completed.	
3.	Appropriate approvals obtained.	
4.	Number of adult supervisors determined and identified (Supervisor / Student Ratio met; male and female chaperones for overnight co-ed trips, as required). The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.	
5.	Meeting(s) held with parents/legal guardians (for overnight or extended trips).	
6.	Informed Consent Forms sent home.	
7.	Informed Consent Forms all returned.	
8.	Health/Emergency information collected for all students (allergies, medical form(s), and emergency phone numbers). Students under the age of 18 are encouraged to carry their Ontario Health Card number with them when going outside of their school community. Students 18 years or over are to carry their Ontario Health Card with them when going outside of their local school community.	
9.	Student insurance coverage obtained when traveling outside the Province of Ontario.	
10.	Transportation arranged and Volunteer Driver Form completed.	
11.	Money collected.	
12.	Coverage of teacher's classes and supervision duties arranged.	
13.	Provision in place for the return of student and supervisor prior to the end of the trip or after the scheduled departure of the group, if required. Parents informed of their responsibility for assuming the costs which could be incurred.	
14.	Post-trip activities planned and implemented.	
15.	Detailed program of activities, approval form, and itinerary filed with the Principal (pre-trip, en route, on site, and follow-up, including contact names, phone numbers, and approximate times). Student and chaperone attendance list (and bus/car seating plan) and copy of completed checklist left in the office.	
16.	Provision for emergency first aid made.	
17.	Universal Access has been addressed.	
18.	Chaperones have provided Criminal Background Checks.	

Revised: October 2018