

# DOÑA ANA COUNTY HEAD START

## FIELD TRIP CHECKLIST

**CENTER:** \_\_\_\_\_

**ADULTS GOING ON THE TRIP:** Teacher \_\_\_\_\_ Teacher Assistant \_\_\_\_\_  
Food Service Attendant \_\_\_\_\_ Bus Driver \_\_\_\_\_

Volunteers: \_\_\_\_\_

**DATE OF TRIP:** \_\_\_\_\_ **TIME:** From \_\_\_\_\_ to \_\_\_\_\_ AM PM

**LOCATION:** \_\_\_\_\_

- Bus Driver (if needed) has been contacted to reserve date of field trip.
- Education Services Specialist has been notified.
- Date does not conflict with scheduled program events.
- Field trip follows field trip guidelines.
- Trip rationale is linked to the curriculum.
- Review safety rules.
- Prepare tags for children (Name of school + phone number). **NO NAMES OF CHILDREN ON TAGS!**
- Take First Aid Kit and tissue.

### **Pre-trip learning activities are planned**

- Observed children's interests and misconceptions at play that can be enriched or clarified by a field trip.
  - Talk with children about the field trip and what they will see, hear, etc...
  - Sing songs, read stories, show pictures related to trip.
  - Webbing before the trip.
  - What children know about the subject.
  - What children would like to know about the subject.
  - Help children create interview questions about what they would like to know.
  - Assign tasks to children with assistance from Parent Volunteers
- Example: - Count chairs at Restaurant
- Draw a map to the Restaurant
  - Make a menu - markers and pictures
  - Interview chef
  - Make a list of utensils that the cook uses - Pictures

- Transportation is arranged.
- Supplies needed for this trip are available.
- Permission forms are signed.
- Parents have been invited to participate in Field Trip activities.
- Permission Forms are with the teacher on the trip.
- Snack is ready.
- Special considerations/fees are arranged.

### **Follow-up Learning Activities are planned:**

- Sequence events: What did we do first when we went to...
- Invite children to draw the things they did. Write what they say on their drawings.
- Discuss and sequence pictures or drawings.
- Number events 1-5 or 1-10
- Make a graph (of how many big-small-medium chairs children saw, etc...)
- Experience chart (What we saw - did - learned about - when we went to...)
- Added new props to Interest Areas.
- Make a class folder or book about the trip.
- Make a Display panel of trip, using: photos, drawings, maps, menus, graphs, utensils, vocabulary, children's comments, etc...
- Field trip was confirmed just prior to the trip.