

# Teacher Field Trip Checklist

Thank you for choosing a field trip experience here at the Springs Preserve. We have much to offer your students and look forward to your arrival. Please use this checklist as a helpful tool to ensure that your field trip runs as smoothly as possible.

## Registration

- I have used [www.springspreserve.org](http://www.springspreserve.org) to book my field trip by submitting an online request form under "Education and Conservation" and "School Tours."
  - I have selected a date at least one month in the future if using CCSD busing for transportation.
  - I have selected a date at least one week in the future if using alternate transportation.
  - I have included back-up dates in case my field trip date is already selected.
- I understand there may be size limitations for premium experiences and/or the butterfly habitat, and have planned accordingly.

## Preparation

- I have reviewed the videos and resources available on the Teacher Resources webpage.
- I have signed the Field Trip Guidelines indicating that I have read these materials.
- I have printed a copy of the Chaperone Expectation form for my chaperones to sign on the day of the field trip.
- I have paid for any bonus experience and premium experiences one week prior to my arrival.

## Arrival

- I have directed any chaperones riding separately from the bus to park in the covered parking lot.
- I have directed my bus driver to drop the students off at the main entrance.
  - My bus driver understands that they may park in the SOUTH LOT during the field trip.
  - If I am eating here at the Springs Preserve, I have left my school's lunches on the bus while the students are touring the museum.
  - I have my bus driver's phone number in case I need to contact them.
- I know how many students and how many adults are with me, and am prepared to give those numbers to the podium when I check in.
- For guided premium experiences:** I have my students lined up by class ready to meet our guide at the podium. I understand that each class will have one hour with the guide, and one hour independent exploration.
- For self-guided butterfly habitat:** I have reviewed the Butterfly Habitat Planning guide, and assigned each class a specific window of time to visit the habitat.

## Field Trip

- All my students are assigned to a chaperone. I understand that if students from my school are found unchaperoned, my school will not be invited back to the Springs Preserve.
- I have reviewed the safety guidelines of the Springs Preserve with my students and chaperones.
- If I am eating lunch here, I have ensured that all my class's litter has been properly disposed.
- I have the phone numbers for Springs Preserve Security and the Field Trip Coordinator to call in case of an emergency.
- My chaperones have my phone number to call in case of an emergency.