



# Field Trip Planner CAPNEMO Head Start



\_\_\_\_\_  
Head Start Center

\_\_\_\_\_  
Field Trip Facilitator

\_\_\_\_\_  
Location of Field Trip

\_\_\_\_\_  
Date & Time(s) of Field Trip

\_\_\_\_\_  
Field Trip Site Contact Person

\_\_\_\_\_  
Phone # of Field Trip Site Contact Person

\_\_\_\_\_  
Mode of transportation

\_\_\_\_\_  
List of Adults helping with Field Trip

\_\_\_\_\_  
\*Center Supervisor's Signature of approval

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Field Trip (objectives, relationship to lesson plans):

Describe Field Trip introduction and activities for children (including discussion of Field Trip expectations):

Describe alternate plans if Field Trip is cancelled:

-----  
Pre-Trip Checklist:

\_\_\_ Teachers/TA has pre-visited the site

\_\_\_ Vehicle have been serviced

\_\_\_ Each child has written permission

\_\_\_ Weather forecast has been checked

\_\_\_ Each child can legally leave the state of Missouri

\_\_\_ First Aid Kit is complete

\_\_\_ Children & Adults have name tags

\_\_\_ Copies of current child emergency information is in the vehicle

\_\_\_ Ratio of 1 to 4, child to adult ratio is met

\_\_\_ Disinfectant wipes, Kleenex are available

\_\_\_ Adult volunteers have been oriented

\_\_\_ Attendance of children is taken before, during, and after the field trip

\_\_\_ Field Trip note is posted on center door

\_\_\_ Extra clothing is provided for possible accidents

\_\_\_ All children have attempted to use the bathroom before the field trip

(Please call CAPNEMO Central Office for pre-approval if the Field Trip is irregular or requires additional funding)  
CAPNEMO 5/2016

NMCAA Head Start  
Field Trip Evaluation

Did problems occur during the Field Trip?            Yes            No  
If yes, please explain problems:

What changes could be made to avoid these problems on future Field Trips?

What kind of follow-up classroom experiences will be provided to children, based on the children's interests during the Field Trip?

Would you plan this Field Trip again or recommend it to other centers? Why or Why Not?