

# CAIRO AMERICAN

## C • O • L • L • E • G • E

### Field Trip Information

Date Submitted: \_\_\_\_\_ Grade \_\_\_\_ Field trip: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Routing: Please complete this form and obtain approval one month prior to requesting support assistance, materials/transportation, etc., from other school offices.

### Curricular objectives / connections

\_\_\_\_\_

Other class(es) / teachers impacted: \_\_\_\_\_ Number of First Aid Kits: \_\_\_\_\_

### Transportation

Destination: \_\_\_\_\_ Fees: \_\_\_\_\_ paid by \_\_\_\_\_

Date of trip: \_\_\_\_\_ Departure: \_\_\_\_\_ at \_\_\_\_\_ Time

Lunch(s): 

Order	Cancel
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 Weather plan: \_\_\_\_\_  
proceed cancel

\*Transport: \_\_\_\_\_ Transport cost: \_\_\_\_\_ paid by: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Destination departure: \_\_\_\_\_ at \_\_\_\_\_ Time

CAC Arrival: \_\_\_\_\_ Students will dismiss: \_\_\_\_\_ at \_\_\_\_\_ Time

Time From Time

### Contact Information

Required adult to student ratio		Trip coordinator:	
Grade(s)			
	K-2 (1:4)	Student #	
	3-5 (1:8)	Adult #	
	6-9 (1:10)	<b>Total #</b>	
Accompanying teachers, aides and parents:			
1	_____	2	_____
3	_____	4	_____
5	_____	6	_____
7	_____	8	_____
9	_____	10	_____
11	_____	12	_____
13	_____	14	_____
Private Mobile		Contact Name	
Trip coordinator's Signature		Date	
Principal's Signature		Date	

**\*CAC buses must be back on campus by 14:30.**



## Field Trip Checklist for Trip Coordinator/Teacher/Aides

- 1. Chaperone costs will be covered by the school.**
- 2. A parent chaperone is not to be assigned to the same group as his/her child.**
- 3. Parent chaperones are expected to make arrangements for the care of younger siblings.**
- 4. Babysitters or domestic helpers are not permitted as parent chaperones.**
- 5. It is recommended all class teachers be floaters on trips so if needed they can attend a sick student, behavior or any situation that arises. This supports a safer trip and allows class teachers to have a broader perspective on trips.**

### Before the trip:

1. Plan the trip, and arrange a preview visit (1 to 1.5 months in advance) if the destination is unfamiliar.
2. Arrange a brief with teachers and chaperones; provide a script for support, share safety considerations, group students with chaperones.
3. Estimate the cost of the trip.
4. A cash advance requires one week's notice to the business office staff.
5. The field trip application form must be checked and approved by your division principal.
6. Arrange for trip logistics; transportation, reservation of entry etc.
7. Inform Principal's Secretary
8. One month prior to the trip, notify parents and the principal,; give weekly reminders.
9. Principal's secretary will give a copy of the field trip form to the transportation department
10. Notify specialist teachers in writing one month prior to the trip.
11. Cover all recess duties
12. Notify office if you need to cancel hot lunches for students.
13. Get the first aid kits from the school nurse.
14. Teachers to provide student emergency contact information sheets for chaperones.
15. Take individual current medication (i.e. Epipen, Puffer, etc.), inform health office how many first-aid kits (one per chaperone)

### Check adult to student ratio:

<b>KG-2 Ratio (1:4)</b>	<b>3-5 Ratio (1:8)</b>
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**\* One week before the trip: email parents and specialists a field trip reminder.**

#### The Day of the Trip

#### After the Field Trip

<b>1. Attendance submitted before 8:15 a.m.</b>	<b>1. Student group writes thank you notes to chaperones.</b>
<b>2. Receipts and extra cash submitted to the business office.</b>	<b>2. Write about the trip in your weekly parent newsletter and post pictures on blog.</b>
<b>3. Inform your division principal of your arrival back to CAC.</b>	<b>3. Evaluate trip for next year and CC principals</b>



### Chaperone Policy Form

Thank you for your willingness to offer your time to help chaperone a Cairo American College field trip. Without such parent help, these trips would never be possible. The field trips provide our students, not only with a cultural and academic experience in alignment with our curriculum, but also, a unique opportunity to be with friends, classmates, teachers, parents and other adults in an informal setting that is very different from that at home or school. The students benefit greatly from the interaction with adults and other students, in learning that cooperation and mutual respect are extremely important for people to be able to live together harmoniously

#### Your role is to:

- Attend briefing session and read materials provided which includes chaperone form, student's in group trip information, medical kit, student emergency contact information, medical needs.
- Be responsible for the students assigned to you.
- Be aware of purpose, schedule and master plan of the trip to enhance the field trip experience.
- Supervise / manage / monitor / facilitate and participate in all student activities.
- Facilitate / lead group discussions by encouraging every student in your group to discuss and ask questions.
- Encourage the students in your group to be involved in their group's discussions and ask questions.
- Encourage the student to make decisions, take ownership and think for themselves.
- Offer guidelines in problem solving situations.
- Encourage students to be independent - don't do everything for them.
- Help students to be aware of the rules and have high expectations for appropriate behavior.
- Expect students to be safe at all times.
- Expect students to follow all instructions given by you.
- Expect a student to use respectful language with you and others and address you by your name.
- Do not treat your group to sweets, drinks, or treats such as souvenirs, or toys.
- Parents do not chaperone their own child or bring younger siblings on the field trip.
- Contact the trip coordinator if any (behavior or medical) problems arise on the field trip.
- Complete chaperone trip evaluation form after the trip and submit to trip coordinator

#### Students Assigned to Chaperones


#### Chaperone Checklist

<b>1. Emergency Contact</b>	<b>3. Medical Needs</b>	<b>5. Brief with Coordinator pre-trip</b>
<b>2. First Aid Kit</b>	<b>4. Trip Information/Schedule</b>	<b>6. Debrief with Coordinator</b>

**\*Please fill trip evaluation form ASAP, it will be sent directly to your email**