

Field Trip Form

Center Name: ABC Learning Center

Center Phone Number: 770-456-7890

→ Date of Field Trip 3/17/14 Departure Time 9:00

AM/PM Estimated Return Time 2:30 AM/PM

Field Trip Location Memorial Library

Vehicle Tag Number APK178

Address (Street, City, Zip Code) 1234 Peachtree Street, Atlanta, Georgia 30034

Staff Attending Trip Tara Ross

Identifying information regarding trip. Ensure complete

IF YOUR CHILD HAS PERMISSION TO ATTEND THIS FIELD TRIP, PLEASE SIGN AND DATE BELOW.			NOTE ALL DEPARTURE/ARRIVAL TIMES BELOW. THEN INDICATE MARK/SYMBOL FOR EACH CHILD.						COMMENTS (Child left with parent, Child Absent, etc.)
Child's First & Last Name	Parent's Signature	Date	9:00 <u>AM</u> / <u>PM</u> ON	9:30 <u>AM</u> / <u>PM</u> OFF	1:00 <u>AM</u> / <u>PM</u> ON	1:30 <u>AM</u> / <u>PM</u> OFF	AM / PM ON	AM / PM OFF	
Bobbie Mitchell	<i>Barbara Mitchell</i>	3/17/14	✓	✓	✓	✓			
Leslie Warren	<i>Cassandra Warren</i>	3/17/14	✓	✓	✓	✓			
Rachel Thorton	<i>Kristie Thorton</i>	3/17/14	✓	✓	✓	✓			
Riley Thorton	<i>Kristie Thorton</i>	3/17/14	✓	✓	✓	✓			
Jessica Barber	<i>Marilyn Barber</i>	3/17/14	A	A	A	A			
Justin Register	<i>Lauren Register</i>	3/17/14	✓	✓	A	A			Went home with mom
Bobbie Mitchell	<i>Barbara Mitchell</i>	3/17/14	✓	✓	✓	✓			
Leslie Warren	<i>Cassandra Warren</i>	3/17/14	✓	✓	✓	✓			
Parent signature and date			1		2				
FIRST CHECK: SIGNATURE OF STAFF PERSON VERIFYING VEHICLE CHECKED AND NO CHILD LEFT ON VEHICLE AT EACH STOP			Tara Ross 1		Tara Ross 2				
SECOND CHECK: SIGNATURE OF STAFF PERSON VERIFYING VEHICLE CHECKED AND NO CHILD LEFT ON VEHICLE					Betty Smith 2				
IF APPLICABLE: SIGNATURE OF STAFF PERSON WHO REPORTED BY PHONE TO THE DESIGNATED PERSON THAT VEHICLE WAS CHECKED AND NO CHILD WAS LEFT ON VEHICLE.			Tara Ross						
NAME OF PERSON REPORTED TO: Betty Smith									

Transported children listed here (first and last names)

This is used when another staff person is not present to conduct a second check.

Signature of staff person who calls to report that all children are verified off of vehicle. This is used when there is no other staff person present that can conduct a second check.

Person reported to

Check on and off of vehicle here. Make sure nothing is left blank. Indicate notes if need be.

Verifications of first and second checks of vehicle. Completed each time children are unloaded. Two checks of vehicle REQUIRED.

A second check was able to be completed at the return trip to the center because there was another staff person present.

A phone call was made at the field trip location because Ms. Ross was the only staff person on the trip and a second check could not be conducted.