

Teacher Field Trip Planning Forms

For Day Trips



PASSION FOR CONSERVATION ISN'T
JUST TAUGHT, IT'S EXPERIENCED

School Program

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Marine Science Field Education Program

Welcome

Emerald & Forgotten Coast Adventures School Program (E&FCASP) offers a chance for students to participate in field trips focused on coastal marine ecosystems for grades 2-12. Our goal is to provide the opportunity to couple memorable field experiences with education to empower the next generation and inspire stewardship of our coastal marine environment. Enclosed are some tips to ensure your students have a memorable and lasting experience. Please review the information and contact us with any questions. First-grade students can be accommodated, but please call first before booking.

Forms you must have available to turn in on the day of your field trip:

1. A list of all students attending the field trip.*
2. Student Field Trip Permission Form and Liability Waiver with parent/guardian signature.*
3. Teacher Acknowledgement and Adult Chaperone Forms with appropriate signatures.*

*These are E&FCA Forms that must be filled out.

What to Expect – Day Trips

We ask that groups arrive on time and stay on schedule to help our staff provide the best experience for your group. Depending on your trip's location, a State or County park employee will notify our staff of your arrival and direct buses to the appropriate location for unloading. Teachers should exit buses first for on-site instructions with our staff. Please be prepared to provide all requested paperwork at this time if not emailed ahead of the trip.

Student Groups: Before arrival, ask the E&FCA Education Director how many groups your students should be divided into. This will be based on the activities chosen for your trip and the number of students in total for that day. Make sure the students and chaperones know their group number before unloading. All belongings for the day should be unloaded as students unload. Restrooms will be available before we begin activities.

E&FCA will provide field notebooks and writing utensils for participating students. Photos of all activities will also be provided after the class to each teacher for use in future lessons. All captured animals and plants will be returned at the end of each field trip. **If a teacher would like to create specimens for future class use, E&FCA will need to know ahead of time to amend their sampling permits.**

Marine Science Field Education Program

What to wear/bring for program activities:

- ✓ Field clothes that can get sandy, muddy, and wet
- ✓ For Marsh Activities: Closed-toed shoes that can get sandy, muddy, and wet
- ✓ For Water Activities if your school allows: Swim trunks or Bathing suit (1-piece or tankini for the girls)
- ✓ Sunglasses and/or hat
- ✓ Reusable water bottle
- ✓ Sunscreen, sun shirts & Bug Spray
- ✓ Extra shoes
- ✓ If changing: Bring a bag for wet clothes and an extra change of clothes

Marine Science Field Education Program

Teacher Acknowledgement Form

We look forward to your group's visit. To ensure that everyone participating in program activities receives important information, **we require each classroom teacher to share all safety information to adults and students attending the field trip.** Please have all adult chaperones attending sign the Adult Chaperone Signature Form to acknowledge they have received this information. Thank you for your assistance.

Responsibilities _____ Program (when applicable) – E&FCA staff; Discipline and Safety – Teachers/Adult chaperones.

Behavior _____ At all times, participants in program activities must be respectful of each other, their teachers and chaperones, E&FCA staff, and park employees. If at any time a participant does not acknowledge or follow instructions from E&FCA staff, they will be asked to be removed from the program activity to maintain the safety of other participants as well as preserve the groups's enjoyment and experience.

Parking _____ All vehicles must be parked as required by Park employees.

Accidents _____ Please talk to the teachers in case of any accident and follow school procedures. A first aid kit will be on-site with E&FCA, and one or more staff will be trained in first aid.

Medical Emergency _____ Please coordinate with schoolteachers and notify E&FCA staff of any emergency. Call 911 if required.

Prohibitions _____ Water balloons, shaving cream, water guns, skateboards, firearms, fireworks, alcoholic beverages, illegal drugs, and drones. Cell phones must be collected and secured by the teacher ahead of leaving any school vehicle/bus.

Swimming _____ Swimming or recreational water activities are not allowed during program activities. However, if the school allows, students can wade in the water to participate in sampling activities.

Park Owner rules _____ Specific to each park, will be provided upon booking.

I have read and understand the above rules of conduct for E&FCA participants. I accept the responsibility to inform my group members of these requirements.

Name of Teacher (print) _____ **Date** _____

Teacher Signature _____ **Teacher Cell** _____

School Name (print) _____

Marine Science Field Education Program

Adult Chaperone Signature Form

SCHOOL: _____ FIELD TRIP DATE: _____

SCHOOL ADDRESS: _____

E&FCA holds teachers and chaperones responsible for the activity and conduct of individuals in their groups. All adults attending are encouraged to participate and assist to help keep students on task. Students are more engaged when the adults they know and respect are active participants.

Everyone learns and has more fun! Each classroom teacher is responsible for reviewing the Classroom Teacher Acknowledgement Form and Safety Information with all chaperones attending the field trip. By signing this form, all chaperones acknowledge that they have been told or personally reviewed such forms and understand their responsibilities while participating in E&FCA programs.

ADULT SIGNATURES:

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Marine Science Field Education Program

Student Permission Form

SCHOOL GROUP _____ FIELD TRIP DATE _____

Directions for Parent/Guardian: Please check each box in acknowledgement, print student's name, and sign.

- **Field Trip Permission:** A parent's signature must appear on this field trip permission form for each child 17 years of age or younger to participate in E&FCA program activities. A parent's signature authorizes the group's leaders to act on behalf of the parents in the event of an accident or illness while their child is participating in E&FCA programs. The group leader will notify parents immediately of any major accident or illness before making any decisions relative to treatment.
- **Liability Waiver: A MORE COMPLETE LIABILITY WAIVER WILL BE THE FINAL DECISION OF EACH SCHOOL DISTRICT**
- **Photograph/Video Release:** Throughout the field trip program, photographs or video may be taken of students/participants during normal program activities. These will only be used for promotion of E&FCA's Program through brochures, web page, video, and special mailings. The Parent/Guardian signature gives us permission to use photographs/videos taken during the program for use in promotion of E&FCA's Program only.

STUDENT NAME _____ DATE _____

SIGNATURE _____
PARENT/GUARDIAN

Marine Science Field Education Program

Important Safety Information

Select staff completes first aid and lifeguard safety training every year to ensure they are equipped with the knowledge needed to keep students safe near/in the water and during program activities.

Supervision

We ask that all teachers and chaperones supervise their assigned group of students during the field trip at all times and address any safety concerns to our staff.

Field Program Activities

Note: Areas of some specific activities are listed. This does not mean your group is participating in "all" of the following activities or will be in every location listed. You should identify which item is associated with your planned field trip and discuss safety rules with your students and chaperones.

Trees: Students should not climb or swing from the trees during field trip activities.

Sand Dunes: Students should not climb or run through sand dunes in any state or county park.

Marsh: Closed-toed shoes are required for general exploration, seining, water quality sampling, and sediment sampling. This is to protect your feet from any shells or rocks. Students will not be allowed into the water if they do not have closed-toed shoes on.

Beach: The students are allowed to wade up to their knees for beach seining if conditions permit. No digging of holes or disturbing any visitors in the park during planned activities.

Seagrass beds/oyster reefs: Closed-toed shoes are required and students are allowed to wade up to their knees for seining if conditions permit and the school allows.

Accident/Insurance

If an accident occurs during the field trip and the student or chaperone needs medical attention, inform the E&FCA Director and complete the accident form before leaving for treatment.

Marine Science Field Education Program

[Maps of each potential field trip location will be provided upon selected trip activities]

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Marine Science Field Education Program

Checklist

Here's a checklist to help you ensure that you're ready to go for your field trip!

- ✓ Students and chaperones know the date and time of your field trip.
- ✓ You have reviewed what to wear, what to bring, and safety information with the students, chaperones, and teachers.
- ✓ You have completed the Teacher Acknowledgement Form.
- ✓ You have all signatures on the Adult Chaperone Signature Form.
- ✓ You have a Student Permission Form/Liability waiver for each student.
- ✓ Your students are divided into the appropriate number of groups.
- ✓ You contacted E&FCA with your Updated Numbers, no later than one week before the trip.
- ✓ Any special needs or concerns are addressed to the E&FCA Director ahead of the planned trip.

Thank you for choosing E&FCA

See you in the field!