

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

Identifying information regarding trip. Ensure complete

Field Trip Location Memorial Library Vehicle Tag Number APK178

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

Staff Attending Trip Betty Smith Tara Ross

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		9:30		1:00			1:30	
			<u>AM</u> <u>PM</u>	<u>AM</u> <u>PM</u>	<u>AM</u> <u>PM</u>	<u>AM</u> <u>PM</u>	AM / PM	AM / PM			
		Times	ON	OFF	ON	OFF	ON	OFF	ON	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	√	√	√	√					
FIRST CHECK: SIGNATURE OF STAFF PERSON VERIFYING VEHICLE CHECKED AND NO CHILD LEFT ON VEHICLE AT EACH STOP			<i>Tara Ross</i>		<i>Tara Ross</i>						
SECOND CHECK: SIGNATURE OF STAFF PERSON VERIFYING VEHICLE CHECKED AND NO CHILD LEFT ON VEHICLE			<i>Betty Smith</i>		<i>Betty Smith</i>						
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.											
NAME OF PERSON REPORTED TO:											

Transported children listed here (first and last names)

Parent signature and date

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.