

Grade 7 Overnight Trip to Head-Smashed-In Buffalo Jump and Frank Slide

Teacher Planning Checklist

The MSS Field Trip Protocol and Edmonton Public Schools Overnight/Low Risk Protocols must be followed but this is a more specific checklist for this specific trip.

August / September:

1. Get approval from admin to research dates and contact vendors regarding dates.
2. Contact Frank Slide Interpretive Center to determine availability.
 - Note for 2016-2017 the dates that have been reserved are May 25/26 and May 29/30
 - Contact for Frank Slide Interpretive Center is Myriah Sagrafena (myriah.j.sagrafena@gov.ab.ca)
 - We will be participating in the Frank Slide Survival Kit, Hear the Whistle Blow and Bellevue Mine Tours
 - For more information about the programming at FSIC, please check out their website: <http://www.history.alberta.ca/frankslide/>
3. Contact bus companies (from district approved vendor list) for quotes based on itinerary (attached)
 - For 2016-2017 we will be using Biwest Transport (travel@biwest.com)
4. Contact Head-Smashed-In Buffalo Jump to reserve programming for first day of field trip
 - Our contact is Andrea Girolami (andrea.girolami@gov.ab.ca) or Jessica Glomick (Jessica.Glomick@gov.ab.ca)
 - For 2016-2017 we will be participating in two programs: Guided Museum Tour and Living Off the Land
5. Prepare budget
 - This has been done for this year and has been included as an attachment with this package.
6. Prepare parent intent letter
 - This is the letter that goes home BEFORE any other Field Trip forms are confirmed. We need to gauge interest from parents regarding this trip so we can finalize the number of trips we will be taking.
 - Intent letter and budget need to be submitted to Admin for approval before anything goes out to parents.

October:

1. Send home intent letters with students and post on school zone. Typically we give them 2 weeks to collect forms - you MUST remind them many times to bring these in. Every form must be collected regardless of whether or not it is a yes or no answer.
2. Collect forms and determine number of YES answers and number of NO answers. Confer with administration to determine the feasibility of moving forward with the trips
3. If trips will NOT be happening - cancel buses and center bookings with contacts above and let all students and parents know that the trips will not happen.
4. If trips WILL be happening - confirm with Biwest and let Pat Grzech know exact dates. She will need to work with purchasing to process payment and Biwest will require deposits and payment. Confirm with centers that we will be proceeding and that you will confirm numbers in April.
5. If any parents have indicated they might be interested in attending as chaperones it would be a good idea to get them started with the necessary paperwork needed - See Pat Grzech for information on this!
6. Book a hotel room for the bus driver for May 25 and May 29 - usually in Blairemore - see Pat Grzech to help with this.

November:

1. Prepare official field trip form that meets District standards for overnight/low risk field trips.
2. Prepare cover letter for field trip form.
3. Get approval from Administration on form and letter -make changes as necessary.

December:

1. Send home official field trip form with cover letter (usually done right at the start of the month)
 - Students will need to be divided into trip groups by this time. You will need a separate set of forms for each trip.
 - Post letters on schoolzone as well
 - Typically we give them 2 weeks to respond. All forms do NOT have to be returned at this point (if they are not going they don't need to return the form) but you should be contacting parents etc to ensure everyone who wants to attend has had the chance to turn in their forms.
2. Collect forms
 - Some students will choose to submit payment at this time. Collect and remit to Pat as often as you can as these will be sizable amounts.
 - Determine, again, how many students are attending. If needed, confer with administration to see if any changes need to be made to the number of trips being taken.
3. Confirm parent volunteers and get paperwork started if you haven't already done so.

February:

1. Send home daily reminders regarding first payment due date.
 - As you get closer to the date, contact any parents of students who said they would be attending but have not submitted payment
2. Collect payments and remit to Pat regularly so that you do not have sizable amounts of cash in your possession.
3. Once again, if the number of deposits collected varies greatly from the number of permission forms you have, confer with admin about any changes to trips. If need be, contact centers and Biwest to make changes.
4. Double check parent volunteers have had all paperwork cleared if there were any still questionable.

April:

1. Send home daily reminders regarding first payment due date.
 - As you get closer to the date, contact any parents of students who said they would be attending but have not submitted payment
2. Collect payments and remit to Pat regularly so that you do not have sizable amounts of cash in your possession.
3. Once again, if the number of deposits collected varies greatly from the number of permission forms you have, confer with admin about any changes to trips. If need be, contact centers and Biwest to make changes.
4. Prepare final itinerary, packing list and medical forms to be sent home.
5. Send these forms home BEFORE the end of April and collect by first week of May to aid in final planning.
6. Prepare / Confirm activity for those students not attending the field trip. I will include what was provided last year with this package.
7. Confirm coverage schedule for classes staying back and teachers attending trips.

May:

1. Collect Medical and dietary information forms
2. Have students fill out Subway order slips (single copy attached in this package or digital copy available FSIC website).
 - Be sure to include orders for chaperones and bus drivers
 - Scan and send to Myriah at FSIC 2 weeks before your trip
3. Confirm schedule with Biwest about a week before
4. Remind JH staff, admin and office staff about trips and who is attending, and coverage schedule
 - find out best set up for attendance when gone (office can help with this)
5. Prepare chaperone information packages.
 - Teacher packages should include:
 - · Trip Itinerary
 - · Diet & Medical Information Summary
 - · Medical Information & Parent Contact Info
 - · Head-Smashed-In Confirmations
 - · Frank Slide Confirmations
 - · Subway orders—original
 - Parent packages should include:
 - · Trip Itinerary
 - · Diet & Medical Information Summary
 - · Medical Information & Parent Contact Info
 - Thank you gift - see Vanessa for what is available
 - *BE sure to collect these from parents at the end of the trip so they can be shredded
6. Prepare your own plans for your other classes :)
7. Have FUN!!!

*****Throughout this entire process if there are students who have not been demonstrating appropriate behaviors or whom you have other concerns about taking on the trip, you must keep detailed log entries and keep both parents and admin in the loop so that any students who may potentially not be permitted to attend do not have this sprung on them.***