

Checklist: BEFORE a one-day trip

During the weeks leading up to the trip:

- Consult the school's and the school board's procedures for outings.
- Request authorization for the outing:
 - from the school board (if necessary)
 - from the governing board
 - from the school administration
- Send a letter explaining the outing to the parents. Make sure to include:
 - a request for the parents' authorization to have their children go on the outing
 - a request for parental authorization to have pictures taken of their children (if necessary)
- Reserve transportation:
 - consult the school's transportation reservation policy
 - set the itinerary and provide it to the appropriate transportation companies
 - ask for transportation pricing statements from the different companies
 - reserve transportation
- Notify the following of the outing:
 - the lunchtime supervisors and after-school program staff
 - colleagues
 - concerned specialists (physical education, music, etc.)
 - the school bus company (if there is a change to the regular schedule)
- Plan the trip with the teacher of the twinned class:
 - decide which language will be used for each activity
 - plan activities in English and in French, as well as in both languages
 - plan ice-breaker activities
 - form mixed groups (English/French) for work on the learning and evaluation situation (LES) (if necessary)
 - decide which LES tasks are to be carried out during the trip

On the day before the departure:

- Remind the following of the outing:
 - lunchtime supervisors (lunch hour absences)
 - specialists (physical education, music, etc.).
 - school bus company (if there is a change to the regular schedule)
- Review the disciplinary guidelines with the students.
- Review the safety measures with the students.
- Ensure that all requests for parental authorization have been obtained.

The morning of the departure:

- Ensure that students who need medication and an EpiPen have them.
- Ensure that you have all the materials required for activities (if needed).
- Ensure that the students have all the materials required for activities
- Ensure that all of the students have their lunch (if needed).
- Notify the school administration of the students' absences.
- Bring a list of students' names and the teams to which they are assigned.
- Bring a first aid kit.
- Bring the health booklets (or the equivalent) of all students.
- Bring parental authorizations for all students.