



**AP L3.5. Walking Day Trip Notice**

For elementary/intermediate. To be submitted to be signed off by school administration prior to commencement of trip.

Teacher: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time leaving school: \_\_\_\_\_

Returning to school: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Students involved: \_\_\_\_\_

Planned Learning Activities and Instruction:

Students not participating: \_\_\_\_\_

Under supervision of: \_\_\_\_\_

Are you requesting an EA attend? \_\_\_\_\_

If yes, who?: \_\_\_\_\_

**Checklist:**

- ☐ Parents have been informed
- ☐ Supervision ratios adhered to (Primary: 2 adults, Intermediate: 1 adult)
- ☐ Safety Plan in place  
Mobile device with ringer on and battery full (please ensure office has # if a ttoc is covering)
- ☐ Students all have walking field trip permissions on file in office.
- ☐ First Aid Kit with you
- ☐ Student emergency contact list with you
- ☐ Alternate learning activities planned for students not participating

**Signatures Required:**

**Teacher:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

This form is for local (walking distance within a few kms) trips that are an extension of a classroom activity (swimming at the pool requires District Field Trip Approval.)

This form will be kept on file in the office.

\*Note: EA supervision requirements at recess must be maintained and any volunteers must have criminal records checks completed. The trip may be declined if these criteria not met.