

ENVIRONMENTAL EDUCATION

Planning your trip

- 2-3 weeks before your trip: Book the bus with the transportation department
- 2 weeks before your trip: Prepare parental permission forms for distribution.
Ensure adult supervision **meets school requirements.** **Stay-at-home children and pets are not permitted on field trips.**
- 1 week before trip: Request cheque from administration.
Inform CLOCA staff of any health concerns, allergies, or special needs.
- 1 day before trip: Remind students of outing and proper dress.

Responsibilities

CLOCA Staff will provide:

1. On site instruction for specified time
2. Class set of equipment (maximum 30)
3. First Aid Equipment

Teachers are responsible for:

1. Booking the bus and canceling if necessary.
2. Arranging adult supervision
3. Ensuring proper dress
4. **Class discipline and supervision**

Suggested Dress	
Fall/Spring	Winter
Sunscreen	Hat, mittens, scarf
Bug Repellent	Windproof insulated jacket
Hat	Snow pants or wind proof pants
Long pants/long sleeved shirt	Thermal underwear
Rubber boots or old shoes – no sandals or flip flops	Waterproof, warm, low-heeled boots
Windproof jacket or rain gear	Extra socks and mittens
Extra socks and shoes	Sunscreen

****Students may wish to bring a drink as water may not be available****