

# General Permission Slip

Dear Families,

An important part of our regular program includes walks in the neighborhood and a few field trips into the community. These are an excellent means of expanding children's knowledge of the world around them. Children are always well supervised on excursions. Please sign and return this permission slip for our records.

Sincerely,

\_\_\_\_\_ has my permission to go on neighborhood walks and  
community field trips while attending \_\_\_\_\_ program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

# Notification and Permission Slip

Dear Families,

We are planning a walk to \_\_\_\_\_ on \_\_\_\_\_.

We will be leaving at \_\_\_\_\_ and returning at \_\_\_\_\_.

What we hope to see and learn:

Special notes:

Sincerely yours,

.....✂

Please sign and return the field trip permission slip below.

\_\_\_\_\_ has my permission to participate in the walk to

\_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

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# Walk Planning Form

Type of walk:
Purpose of the walk:
Words associated with the walk:
Activity or question introducing the walk:
Things to watch for or collect on the walk:
Anticipated problems during the walk:
Follow-up activities after the walk:
Will we revisit the walk? When: Purpose: Activity:

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# Walk Checklist for Staff

Walk destination: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Schedule: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Extra help secured

Name and phone number: \_\_\_\_\_

Name and phone number: \_\_\_\_\_

Name and phone number: \_\_\_\_\_

Name and phone number: \_\_\_\_\_

Snack for trip: \_\_\_\_\_

Special needs: \_\_\_\_\_

\_\_\_\_\_

☐ Family notices complete

☐ Site arrangements complete

☐ Name tags organized

☐ Planning forms complete; copies made for all adults on walk

☐ First-aid kits ready

☐ Permission slips returned

# Orientation List for Volunteers

1. Thank you for helping make this exciting experience possible.
2. Familiarize yourself with the information sheet for this walk. It gives you the purpose of the walk, the logistics of the walk, points of interest to talk about, and special words to explain to the children.
3. You will supervise the children on your list. You might play a little game with the children to help you learn their names. Try to relate personally to each child, making sure each one feels comfortable.
4. Some children may feel unsure in new situations. Comfort them, hold their hands, and smile. Talk about how fun it is to go away for a little while and then return and tell others about it.
5. During the course of the walk, talk with your group of children about what they are seeing. Frequently repeat the names of things, and also repeat or retell information that may be given by the leader. Encourage questions and stimulate curiosity with your own questions. For example, "I wonder how that works?" or "Why do you think she is doing that?"
6. Anticipate situations such as puddles, mud, or obstacles in the path. Prepare children so possible difficulties may be avoided. Tell the children what to do, such as "Take a big, big step over the puddle," instead of saying "Don't step in the puddle."
7. Children must be with adults at all times! They should not be left alone or sent alone to find another group or teacher. Getting lost is a frightening experience and should be avoided. Go to the bathroom as a group, if necessary, or find another adult to supervise the children who are waiting.
8. Stay calm and relaxed. Your calmness will reassure children in any situation. Remember, most problems can be solved with a few moments of calm thinking. Play little games such as "I Spy Something Red" or "What Do I See?" in situations where children have to wait and are growing restless.
9. Have fun. Enjoy what you're doing and share your enthusiasm—then the children will share your enjoyment.

## About the Walk

The list of children you are supervising is attached. Thank you for helping us make this a wonderful experience for the children.

Where we are going:
How to get there:
Things to note and talk about on the way:
Concepts and words to emphasize or explain:
Things to point out:
Things to collect and bring back:
Timetable for the trip:
Procedures in case of emergency:
Things to be aware of: