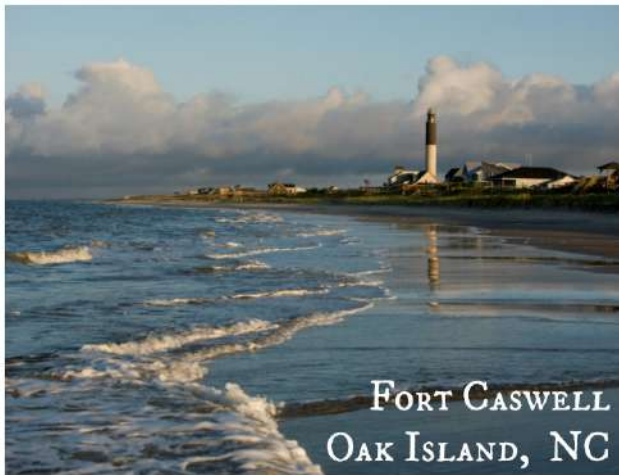


# Teacher Field Trip Planning Forms

For Day Trips



## Fort Caswell Coastal Education Program

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# Welcome

Fort Caswell's Coastal Education Program offers outdoor educational field trips focused on coastal ecosystems for grades K-12. We strive to create awareness, increase environmental literacy, and inspire stewardship of our coastal environment. We would like to share some tips with you to ensure your students have a memorable and lasting experience. Please take a few moments to review the information and contact us with any questions.

Forms you must have available to turn in the day of your field trip:

1. A list of all students attending the field trip.
2. Student Field Trip Permission Form with parent/guardian signature.  
\*Your school field trip permission form will meet this requirement as long as it contains the same information.
3. Teacher Acknowledgement and Adult Chaperone Forms with appropriate signatures. \*These are Caswell Forms that must be filled out.

## What to Expect – Day Trips

We ask that groups arrive on time and stay on schedule to help our staff provide the best programs for your group. The gate guard will notify our staff of your arrival and direct buses to the appropriate location for unloading. Teachers should exit buses first for on-site instructions with our staff. Please be prepared to provide all requested paperwork at this time.

Student Groups: Prior to arrival, ask the Coastal Education Director how many groups your students should be divided into. Make sure the students and chaperones know their group number prior to unloading. All belongings for the day should be unloaded as students unload. Restrooms will be available before we begin activities.

Campus: Know that we have a very large campus and activity locations may be far apart or close by. There will be a lot of walking from station to station, so come prepared wearing the appropriate shoes. If special assistance is needed, please let us know in advance to make accommodations.

## What to wear/bring for program activities:

- |  |   |
|--|---|
| ✓ Field clothes that can get sandy, muddy, and wet   | ✓ Sunglasses and/or hat   |
| ✓ For Marsh Activities: Closed-toed shoes that can get sandy, muddy, and wet                                 | ✓ Reusable water bottle   |
| ✓ For Water Activities if your school allows: Swim trunks or Bathing suit (1-piece or tankini for the girls) | ✓ Sunscreen & Bug Spray   |
|  | ✓ Extra shoes   |
|  | ✓ If changing: Bring a bag for wet clothes and an extra change of clothes |

## Fort Caswell Coastal Education Program

### Classroom Teacher Acknowledgement Form

Welcome to Fort Caswell! We look forward to your group's visit. To ensure that everyone visiting our campus receives important information, **we require each classroom teacher to share all safety information to adults and students attending the field trip.** Please have all adult chaperones attending sign the Adult Chaperone Signature Form to acknowledge they have received this information. Thank you for your assistance.

- Responsibilities \_\_\_\_\_ Program (when applicable) and Facility – Caswell staff  
Discipline and Safety – Teachers/Adult chaperones
- Parking \_\_\_\_\_ All vehicles must be parked so as to not obstruct the view of the roadway.
- Speed Limits \_\_\_\_\_ On campus - 20 mph.
- Guest Assistance \_\_\_\_\_ Main Office or Gate Guard. Check with Security Guard at the gate after office hours (5:00 pm to 8:00 am) and on weekends.
- Accidents \_\_\_\_\_ Contact Caswell staff at the Main Office in case of any accident. Guest insurance pays up to \$2500 for medical treatment of injury due to an accident, off-campus trips excluded. Accident report and insurance forms are essential. Security Guard staff may also be of assistance in contacting Caswell staff to assist you.
- Medical Emergency \_\_\_\_\_ Please make Caswell and Security Guard staff aware of any emergency or need that requires 911 service.
- Prohibitions \_\_\_\_\_ Water balloons, shaving cream fights, water guns, skateboards, firearms, fireworks, alcoholic beverages, illegal drugs and ATV's.
- Swimming \_\_\_\_\_ Only at the pool and designated beach swimming area at designated times. Lifeguards are provided at the beach during summer camp weeks and by request with advance notice. All other times swimming at the beach is at your own risk. Adult supervision of swimmers from your group is required whenever a lifeguard is not present. Bathing suit cover-ups must be worn everywhere on campus except the beach or pool. All swimmers must obey instructions of the lifeguards and observe pool or beach rules.
- Forts and Batteries \_\_\_\_\_ Visit during daylight hours only. Exercise caution. Adult supervision from the group is required for minors at all times while on or in the forts or batteries.
- An Urgent Request \_\_\_\_\_ Please encourage your group to take care of their building. Damage charges will be billed to the group leader or school. Extreme cases will result in the suspension of privileges.

I have read and understand the above rules of conduct for Fort Caswell guests. I accept the responsibility to inform my group members of these requirements.

**Name of Teacher** (print) \_\_\_\_\_ **Date** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_ **Teacher Cell** \_\_\_\_\_

**School Name** (print) \_\_\_\_\_

## Fort Caswell Coastal Education Program

### Important Safety Information

Our staff completes a safety training course every year to ensure they are equipped with the knowledge needed to keep students safe near/in the water and on our campus.

#### **Supervision**

We ask that all teachers and chaperones supervise their assigned group of students during the field trip at all times and address any safety concerns to our staff.

#### **Areas of Campus**

*Note: Areas of campus and some specific activities are listed. This does not mean your group is participating in "all" of the following activities or will be in every area listed. You should identify which item is associated with your planned field trip, and discuss safety rules with your students and chaperones.*

Trees: Students should not climb or swing from the trees during field trip activities.

Fort: Students should not climb on or swing from the railings at the fort or batteries. Pay attention when walking through the forts as the ground can be uneven in places and the ceilings are low near the entrances.

Marsh: Closed-toed shoes are required for Estuary Exploration, Marsh Seine, and Tidal Creek Kayak. This is to protect your feet from the sharp oyster shells. Students will not be allowed into the water if they do not have closed-toed shoes on.

Kayaking: All participants must be 5<sup>th</sup> grade or above, and know how to swim. Everyone is required to wear a lifejacket. The instructor will review how to kayak before students leave the shore. At least one chaperone from your school must go kayaking with the group.

Fishing Pier and Floating Docks: Students should walk not run on the docks.

Beach: If the school allows water activities, the students are allowed to wade up to their knees for beach seining at the Maritime Way Access.

Teambuilding and Initiative Course: Closed-toed shoes are required.

#### **Accident/Insurance**

If an accident occurs on campus during the field trip and the student or chaperone needs medical attention, inform the program Director and complete the accident form before leaving campus. This form must be presented to the doctor's office/hospital for insurance purposes.

# Fort Caswell Coastal Education Program



- ★ Main Beach Access
- ★ Cape Fear Education Building
- ★ Boat Basin
- ★ Picnic Tables
- ★ Maritime Way
- ★ Tidal Flats



## Checklist

Here's a checklist to help you ensure that you're ready to go for your field trip!

- ✓ Students and chaperones know the date and time of your field trip
- ✓ You have reviewed what to wear, what to bring, and safety information with the students, chaperones, and teachers
- ✓ You have completed the Teacher Acknowledgement Form
- ✓ You have all signatures on the Adult Chaperone Signature Form
- ✓ You have a Student Permission Form for each student
- ✓ Your students are divided into the appropriate number of groups
- ✓ You contacted Caswell with your Updated Numbers, no later than One-Week prior to the trip
- ✓ Like us on Facebook: [www.facebook.com/caswelled](http://www.facebook.com/caswelled)

Thank you for choosing Fort Caswell

See you at the beach!