

## School Field Trip Check List

- Fill out the reservation form and questionnaire completely at least two weeks prior to your visit. You will receive an automatic confirmation that your request has been received. A letter confirming your trip will follow.
- Requests for docent-led walks must be submitted 4 weeks before your visit.
- Arrange for transportation.
- Decide what you want to accomplish with the field trip and how best to achieve that.
- Recruit parents for adult leaders and chaperones: Recruit enough to maintain order and safety. At least one adult for every ten students is required – more if possible.
- Make copies of the Guidelines for Chaperones (available in English and Spanish), and give a copy to each chaperone.
- Prepare the students for the trip: Let them know where they are going, purpose of the trip, behavior expected of them, and the Rules of the Reserve. Have them bring appropriate clothing and shoes. It is frequently cool and windy at the Reserve.
- Lunches: Eating is allowed only at picnic tables (Whalers Cove, Piney Woods, Bird Island parking). No food or drinks may be taken on the trails. Restrooms are located at the picnic areas.
- Additional things that are helpful: List of children with special medical needs, (allergic to bee stings, etc). Bring a first aid kit for small problems. Garbage bags are great to sit on if it is wet and can be used as rain slickers. Have someone bring a camera! If we are going to lead a nature walk for you, please remember to have all students wear name tags.
- Point Lobos State Natural Reserve is only able to accommodate a maximum of 120 students per day and two school groups.