



Howard County
RECREATION & PARKS

Robinson Nature Center
6692 Cedar Lane, Columbia, MD 21044
www.howardcountymd.gov/RobinsonNatureCenter
410-313-0400



Teacher Checklist for Field Trips

Prior to Your Field Trip:

- Review your schedule and the Teacher Information Packet.** Notify the Robinson Nature Center Field Trip Coordinator* if you would like changes made to the schedule and/or if you have any students with special needs that were not listed on your confirmation form. This allows our educators to prepare activities to meet your time constraints and the needs of your students.
- Distribute the Parent/Chaperone Field Trip Information handout** to all participating adults.
- Arrange for field trip payment** via credit card, cash or check (checks made out to "Director of Finance, Howard County"). If you require an invoice prior to the trip, please notify us upon receiving this checklist.
- Make copies of any materials you choose to distribute** (schedule, directions, scavenger hunts, etc.)
- Assign your students to their group.** Larger field trip groups will be divided for their field trip. Your field trip schedule will indicate into how many smaller groups your group has been divided. At least one adult from your school should be assigned to each group.
- If possible, make name tags for students and chaperones** to wear on the day of the field trip indicating their first names and their group number (if applicable).
- Notify us with any changes** in student numbers, schedule or program options.

Day of Field Trip:

- Review with students the group numbers to which they have been assigned** prior to arrival.
- Bring field trip payment and driving directions with you.**
- Notify us if you are running late** by calling 410-313-0400. If your bus is going to be more than five minutes late for the start time indicated in the field trip schedule, please call us.
- If arriving via school bus, please **direct the bus drivers to pull into the circle** in front of the building. Robinson staff will board each bus to greet everyone and give directions from there.

After Your Field Trip

- Please feel free to email kcostin@howardcountymd.gov any comments or suggestions you would like to share. We value the positive and/or constructive feedback you provide about our programs.

* Robinson Nature Center Field Trip Coordinator – Kevin Costin, 410-313-0400 x0410