

FORM TO SIGN · WORKED THROUGH BY THE LEAD TEACHER

TEACHER TO-DO CHECKLIST

Everything due at booking, two weeks out, one week out, and on the morning of the visit.

VERSION 3.0 · UPDATED 3 SEPTEMBER 2026

YOUR CHECKLIST

BEFORE BOOKING

- ☐ Choose a preferred date and a rain-date option
- ☐ Confirm grade level and an approximate student count
- ☐ Send the inquiry form or text (316) 518-8907
- ☐ Ask for a certificate of insurance if your district requires one

ONCE THE DATE IS CONFIRMED

- ☐ Give the principal overview and sign-off form to your administrator
- ☐ Share the standards alignment sheet if approval needs a curriculum rationale
- ☐ Book transport — the programme fits inside one bus dispatch
- ☐ Plan the activity focus with the farm instructor

TWO WEEKS BEFORE

- ☐ Submit final student and chaperone counts
- ☐ Confirm transportation method — bus, cars, or a combination
- ☐ Send your tax-exempt certificate if applicable
- ☐ Tell us about accessibility, medical, dietary, or one-to-one support needs

ONE WEEK BEFORE

- ☐ Submit payment against the purchase order
- ☐ Return the signed policy acknowledgment
- ☐ Collect parent permission slips
- ☐ Handle photo and media consent per district FERPA policy
- ☐ Send the teacher quick guide to every chaperone

THE DAY BEFORE

- ☐ Remind families: long sleeves, long trousers, closed-toe shoes
- ☐ Remind families to send a filled water bottle — no drinking water on site
- ☐ Check the forecast; if it looks severe, plan to call by 7:30 a.m.

ON THE DAY

- ☐ Bring the student roster and emergency contacts
- ☐ Bring a first-aid kit, bug spray, and sunscreen
- ☐ Bring any student medications or medical devices
- ☐ Review expectations with students and chaperones before you arrive
- ☐ Tell farm staff about any photo opt-outs on arrival

AFTER THE VISIT

- ☐ Confirm every student is accounted for before departure
- ☐ Send us feedback — it is how the programme gets better
- ☐ Ask about the four-season option if you want to come back