

Field Trip Procedure

Policy: All field trips will support the classroom educational experience. Field trips will be appropriate for both the age and developmental level of the children in the classroom.

Performance Standard 1302.31 Teaching and the Learning Environment, 1302.51 Parent Activities to Promote Child Learning and Development, 1302.47 Safety Practices

Procedure:

- Parents are encouraged to be an active part of the Field Trip planning process. Discussion of possible destinations as well as the parents' role can be discussed at Family Nights. Remember that all field trips support the classes' educational goals.
- There will be no cost for field trips. This will be covered by a field trip fund.
- Centers will plan no more than one field trip a month. Before making your formal request, please consult with the Education Manager concerning the field trip. Cost, distance, and appropriateness will be considered before a trip is approved.
- Centers must complete a Field Trip Request form. All requests must be submitted to the Education Manager. Requests must be sent at least 3 weeks prior to your trip.
- Travel time one way should not exceed an hour. Any trips with longer travel time must be approved.
- Notify parents in advance about the upcoming field trip and any relevant details.
- Request parents and volunteers to accompany your class. This will insure adequate adult supervision.
- Parents may ride the bus on a first come, first serve basis if space permits.
- Siblings attending the field trip are the sole responsibility of the parent/guardian for supervision and price. Siblings may not be transported on the bus.
- The family advocate will drive the company car on field trips. He/she may transport up to 3 parents in the car. The family advocate will also be available in the event that a child is sick or injured.
- Before leaving the center, place a sign on your classroom door stating where your class is.
- Children will be counted and names recorded on the attendance sheet prior to leaving and before returning to the center.
- All children must wear a seat belt when they are provided.
- Private vehicles of Head start families can be used only to transport their own children. No other children may ride in that private car to or from a field trip.
- Any parent who brings a child to the center after your class has left for the field trip is responsible for that child.
- If a child will need medications or if there is a chance a child may need a medication (epipen) while on a field trip at least one staff member on the trip must be a certified medication administration provider.
- The medication will remain locked in a lock box.
- Staff will bring the original Medication Consent Form and Medication Administration Log. (see Medication Administration Procedure)

- Staff will allow for confidentiality when administering the medication.
- **Remember safety – Every child’s Emergency Contact form, Emergency Medical Information card and the Emergency first aid kit must be available on Field Trips.**

Referenced Procedures:

Medication Administration Procedure

Referenced Forms:

Field Trip Request

Emergency Contact

Emergency Medical Information Card

Attendance Record

Medication Consent Form

Medication Administration Log