

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 1304.40(d)(2)

Procedure:

- Parents are encouraged to be an active part of the Field Trip planning process. Discussion of possible destinations as well as the parent's role can be discussed at Center Meetings. 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.
- Center will plan no more than one field trip a month. Before making your formal request, please consult with the Education Coordinator concerning the field trip. Cost, distance, and appropriateness will be considered before a trip is approved.
- Centers must complete a **Transportation Request form**. Please follow the school's guidelines for this. All request must be submitted to the Education Coordinator. This is also your Field Trip request. Request for bus transportation must be sent 2 weeks prior to your trip.
- Verify that all children have a signed **Consents, Authorization and Permission** form in their file. If not, please have parents sign the permission form.
- 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.
- Each child will wear a durable nametag. Information should include the program name and address as well as the program phone number.
- Siblings attending the field trip are the sole responsibility of the parent/guardian for supervision.
- The family advocate will drive the company car on field trips. 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 facility 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 be in a proper restraint 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, DSS Child Registration form and the first aid kit must be available on Field Trips.**

Referenced Procedures

Medication Administration Procedure

Referenced Forms:

Transportation Request Form

Consents, Authorization and Permission form

Attendance Sheet

DSS Child Registration Form

Medication Consent Form

Medication Administration Log