

## FIELD TRIPS

### PURPOSE:

Field trips provide enjoyable educational experiences for children that cannot be duplicated in the classroom environment. The purpose for taking a trip should be to enrich, expand and reinforce the goals being pursued in the classroom. Children and parents should assist in planning for the trip in order to provide opportunity for families to share their cultural and familial heritage by visiting parent's work sites or businesses wherever appropriate and possible. Field trips also provide an opportunity for children to know what to expect in the community and to develop important social-emotional skills and self-control skills as they learn to manage themselves in public.

### PROCEDURE:

1. Plan ahead, paying special attention to scheduled classroom visits by Program Directors, Coordinators, and Managers or early childhood consultants and therapists so as not to interfere with observations, therapy, dental visits, etc.
2. Encourage parents to contribute to and participate in field trips, giving ideas for visits, and acting as volunteer on field trips.
3. The Child and Family Advocate/Teacher/Family Educator must coordinate scheduling the bus for field trips with the Team Leader and bus driver. Bus transportation is available for no more than one field trip per month. Other field trips may be scheduled during the month, but they must be within walking distance of the center and also require a Field Trip Authorization form.
4. Complete the Field Trip Authorization Form and submit it to the appropriate Education Manager at least 2 weeks in advance of the scheduled trip. A Field Trip Authorization Form needs to be filled out and submitted to Education Manager when special guests visit the classroom to assist in documenting these experiences (Smokey the Bear, Police Officer, Fire Person, Dental Hygienist, etc.)
5. All children must ride in agency buses. The only exception is home base programs where use of type ten vehicles may be approved by the Transportation Manager two weeks prior to the trip to ensure that a vehicle will be available. Only approved/certified drivers are authorized to use type ten vehicles. At least one of the teaching staff must accompany the children in the vehicles when space is available.
6. Permission to attend field trips will be given by parents upon enrollment for all field trips and documentation placed in the child's file. Parents will be informed about field trips prior to the visit. Communication to parents about upcoming trips may occur on home visits, by monthly calendars, or by a notice sent home. If the field trip is out of town the Special Field Trip Information/Permission form must be completed and taken on the trip. File the form in each child's file upon returning.
7. The Education Managers maintain documentation of all field trips. Teachers do not need to contact the office upon leaving and returning unless there is an emergency or a change of plans. Whereabouts for field trips should be shared with center staff as a courtesy and to ease communication in the event of an emergency. A notice should also be posted at the center for any potential announced or unannounced visitors to inform them of the whereabouts of the class and an approximate return time.
8. If there is a change of date or destination for the field trip then parents must be notified prior to the trip.

9. There must be a ratio of 1 adult for every 5 children. Utilize parent or community volunteers to accomplish this ratio.
10. Upon completion of the field trip, education staff need to include children in an evaluation activity and gather information from parents for an opinion about the field trips success and suggestions for improvement. Staff should provide adequate documentation of field trips and feedback in the lesson plans.

**When going on field trips staff should take with them the Blood-Body Fluid Clean up kit, emergency contact folder, health protocols and necessary medications, classroom attendance sheet, and their two Safety Pack kits.**

**The Safety Pack kits contain the following supplies:**

**Safety Pack Bag**

**Walkie-talkie & instruction guide**

**Instant cold compress**

**Glow stick**

**First Aid Kit**

**Hot Rods hand warmers**

**Sports timer & instruction manual**

**Wristbands**

**Flashlight**

**Whistle**

**Lifesaving Emergency Skill Step guide**

**Note pad**

**Pen**

**Pencil**

**Marker**