

**NeighborImpact HEAD START & Early Head Start
Policy & Procedure**

Section: Child Development & Health Services	PC Approval Date: 9/6/05, 1/18/18
Title: Field Trips	Updated: 11/3/17
Policy #: HS-44	NI Board Approval: 9/12/19
Forms Required: Field Trip Permission Form, Field Trip Planning Form, Field Trip Checklist Form, Location Form, Bus Field Trip Sheet	
Performance Standards: 1302.30, 31, 32	Page 1 of 2

Policy: Any educational experience that takes place outside of the classroom or playground is considered to be a field trip. All field trips involving staff, parents, and children are purposefully planned and carefully implemented to ensure the safety of the participants and will be developmentally, culturally, and educationally sound.

Purpose: Field trips provide opportunities for children to access community resources, exercise prosocial behavior, and participate in experiences that he or she may not have had otherwise. Purposefully planned experiences outside the classroom allow children to extend and apply their understanding of introduced topics and ideas.

Procedure:

Field Trip Planning

- A. Parents are given opportunities to suggest ideas for and assist in planning educational field trips during Family Night, Conferences, and Home Visits. Teacher /Advocates and Site Leads & EHS Home Visitors help parents understand the purpose of field trips and the types of field trips that are consistent with Head Start & EHS philosophy.
- B. Each classroom is allowed to take 2 field trips per program year. One field trip must take place before Spring break, and one field trip will be to the neighborhood Kindergarten.
- C. EHS can take field trips throughout the year for group socializations per Head Start Performance Standards.
- D. Field trips must be planned at least 3 weeks in advance so that approval can be sought and both children and parents can prepare for the experience.
- E. Before scheduling a field trip, the Teacher /Advocate or Site Leads or EHS Home Visitor completes the following steps to ensure that the planned field trip can be accomplished safely, can be made accessible to all participants, provides a sound educational opportunity for children and is culturally competent and developmentally appropriate.
 - a. Visit and inspect the location for any potential safety hazards and/or accessibility issues **before scheduling the field trip.**
 - The location must have a working restroom for the children, families and staff to use while on the field trip. Any location found to have safety hazards and/or accessibility issues is not considered to be an appropriate field trip location.
 2. If any children in the class are ECSE qualified, ensure that the field trip can be accessible and will be safe for ECSE qualified students.
 3. A field trip planning form will be filled out by the Teacher /Advocate or EHS Home Visitor and emailed to the Associate Director of Education and Quality and Site Lead.
 - a. The Associate Director of Education and Quality will respond via email or phone within 3 business working days. If the field trip is approved, the Associate Director of Education and Quality will forward the planning form to the Transportation and Facilities Manager for bus availability, and respond to the site staff and Site Lead letting them know of the approval via email. If the field trip is not approved, the Associate Director of Education and Quality will respond to the Teacher /Advocate and Site Lead or EHS Home Visitor via email and/or phone.

4. The Transportation and Facilities Manager will respond to the Teacher/ Advocate, Site Lead or EHS Home Visitor within 3 business days of getting the field trip planning form, via email.
5. If food is required, the Associate Director of Education and Quality will forward the field trip planning form to the Food Services Manager at least two weeks in advance. NeighborImpact will make every effort to ensure meals for field trips are CACFP reimbursable meals and meet the Head Start Performance Standards. Accommodations for children with special diets will be made during field trips. Staff will complete actual meal counts at the point of service on the Child Plus Attendance and Meals Worksheet.
6. Field trip details are provided to parents in writing and permission slips are signed by the parent before the child participates.
7. Parents and other volunteers are recruited to help supervise the children on the trip.
 1. There is a minimum of one adult per 5 children and whenever possible the adult/child ratio should be as high as one adult per 3 children.
 2. It is particularly important to have a high adult to child ratio when going places that are remote and have few emergency facilities nearby.
 3. Before leaving the field trip site, students are to be counted to ensure that no child is left behind.

During the Field Trip:

- A. Each class will bring the Classroom Notebook, which will have the field trip permission slips, emergency contact forms and an updated class list. The site staff will also take a fully-charged cell phone and the Grab and Go Backpack including medications if necessary.
- B. The Teacher/ Advocate will fill out the field trip checklist form and assign students to appropriate groups. At no time will a NeighborImpact Head Start & EHS child be in a group without a staff member on a field trip.
- C. Each child will wear a durable tag including the name of the program, program address and phone number (NOT THE CHILD'S NAME)
For example: NeighborImpact Head Start & EHS, 2303 SW First Street, Redmond, Oregon 97756, 541-548-2380, ext. 128. This should be site specific and can be done on computer labels. At no time should a child's name **ever** be visible, it should only state the name of the agency.
- D. A sign is posted on the classroom door that explains the time and location of the trip with the cell phone number available to be able to contact the class. A general format will be available on the PDrive for Teacher /Advocates to post on the classroom door.
- E. Children and adults follow established transportation rules.
- F. When transitioning children from one place to another in an unsecured area, the staff will follow Supervision of Children in Transitional Spaces Policy and Procedure.

After the Field Trip:

- A. The teaching staff follows up with both children and families on what was experienced on the trip.
- B. A follow-up thank you card or sign is created to thank the business or individual who provided the experience.
- C. Permission slips are filed in individual child files.
- D. The attached bus field trip sheet will be completed by the Bus Driver, the Substitute Bus Driver or the Relief Bus Driver and returned to the Transportation and Facilities Manager once field trip is completed.
- E. Documentation of what was accomplished/learned on the field trip will be implemented and found on the lesson plan. The field trip checklist form will be stapled to the lesson plan form and kept in the lesson plan binder.