

Policy Number: ED 010	Title: Field Trips/Learning Journeys
Performance Standard: 1302.31	Original Date: 8/2006 Reviewed: 5/2020 JS
	Policy Council Approval/Revision: 12/2009, 2/2015, 11/2015, 9/2017,5/2020 BOE Approval: 9/2017,5/2020

POLICY:

Field trips will be pre-planned at least one week in advance. Field trips will support classroom educational experiences, current curricula, the developmental levels of children, and the cultural beliefs of children and families.

PROCEDURE:

1. Field trips that require transportation or food changes need to be turned in at least 10 business days in advance, all other field trips need to be turned in at least 5 days in advance. Complete and turn in the field trip request form to the Head Start /Early Childhood Director.
2. The request form will be routed to staff as quickly as possible and the teacher will be notified of approval or denial.
3. If parents do not wish for their child to participate on the field trip then other arrangements will need to be made with the family and the classroom teacher so that the child will have suitable alternatives.
4. Classroom discussion will occur both before and after the field trip to prepare the children and assess outcomes.
5. Parents and adult volunteers should be present if possible to support safety and provide supervision.
6. The Early Childhood Office will pay entrance fees for adults providing supervision. Supervising adults are those that attend the field trip with purpose assisting with supervision. Supervising adults do not bring additional children along on the field trip.
7. Classroom staff entrance fees and sacks lunches will be provided and/or paid for by the Early Childhood Program.
8. Attendance will be taken and recorded prior to leaving and upon return to ensure that all children are accounted for.
9. Siblings will not be allowed to ride in vehicles provided by Early Childhood. Siblings can attend field trips via personal vehicles and will be the sole responsibility of the parent/guardian.
10. Private vehicles can only be used by parents or authorized people to transport their own children. No other children may ride in a private car.1111. Parents are encouraged to attend field trips, however, they may need to provide their own transportation & lunch due to limited seating and funds.
11. If a lunch is needed, parents may order and pay for a lunch with the class or they may

provide/bring their own lunch, however lunches are not to be shared with students due to nutrition guidelines.

12. The length of travel time one way will not exceed 45 minutes.

13. The field trip will be developmentally appropriate for all children attending.

14. When making arrangements for field trips a request for an in kind donation should occur. If money is needed to pay for the field trip the classroom teacher will make arrangements and a check can be picked up from the Early Childhood Office secretary or the Head Start/Early Childhood director may electronically open the teacher's purchasing card.

15. School age children (grades K-12) are not permitted to attend pre-kindergarten field trips unless prior approval from the Head Start/Early Childhood Director has been given.

16. Teachers may use their discretion to how many guests are permitted on each field trip. Teachers are to take into consideration the availability of space and supervision of students. Parent supervisors per class may not exceed 5 guests.

17. 2:20 adult:child ratio must be observed during the day – field trips are no exception.

18. Early Childhood issued supplemental First Aid Kit must be carried on any trip away from the school/center.

19. The Early Childhood issued supplemental First Aid Kit must be carried on any trip away from school/center.

20. Early Childhood children must not be asked to bring money or food from home to participate in ANY activity, including field trips.

21. Special situations may occur in regards to the field trip policy. When faced with a situation not covered by a policy or a policy that needs to be adjusted prior approval may be granted by the Head Start/Early Childhood Director.