

Field Trip Policy (Draft)

The Circle of Care/Developing Mind Elementary shall work to ensure that all field trips are safe, age appropriate and planned to enhance the curriculum:

Field Trip Preparations:

The teacher, with the assistance of parent volunteers when possible, should prepare the children for each trip:

- All sites for field trips should be visited by a staff member prior to scheduling the trip for children.
- The teacher should explain the planned field trip to parents and receive permission slips for each child for each trip. All parents are required to sign a form stating that they will not hold the preschool liable for any accident or injury that comes to their child on the way to or from a field trip or during a field trip.
- Parent volunteers are asked to participate to keep the student/adult ratios down to a manageable level (3-5 students to each adult).
- Transportation arrangements must be worked out in advance. Children should never be transported in cars owned by private individuals who have not completed the Volunteer Background Check and reviewed the Volunteer procedures. The exception will be parents who are transporting their own children.
- Safety precautions, the buddy system, positive behavioral expectations and emergency procedures with children and adults should be reviewed and rehearsed as necessary.
- The teacher must have children and parents' names, telephone numbers and school/emergency telephone numbers with them at all times. An accurate list of children in attendance on the day of the trip must be supplied. A copy should be also left at the school/center.
- The teacher should decide how children will be grouped with adults. A place for regrouping and checkpoints should be identified at each trip site.
- Adult supervision of all children at all times is essential. Children must never be left alone or sent ahead of the group for any reason. The adult/child ratios recommended for trips are 1:3 for three year olds and 1:4 for four year olds, and 1:6 for five year olds and older.
- A designated staff person for each group should have the responsibility of carrying a first aid kit, emergency contact lists, money and needed supplies. Required medications, allergy concerns and nutritional needs must be considered.
- Safe and healthy foods should be provided that follow the food service guidelines. Staff should be aware of any steps necessary for safe handling of food.