

Field Trip Procedures

Purpose:

Field trips will support the classroom educational experience, current curricula, the developmental level and cultural background of children.

Scope:

This policy applies to all MCI Head Start staff and the participating Head Start families attending the field trip.

Authority: Head Start Performance Standards 1304.21 (all) Missouri State Licensing Rules for Group Child Care Homes and Child Care Centers 19CSR 30-62.212 (all)

Policy:

All MCI Head Start employees participating in the scheduled field trip are to make every reasonable attempt to ensuring the safety of all who attend. Staff must make every reasonable attempt to provide adequate communications with participating Head Start families, staff and supervisory entities.

Procedure:

The MCI Head Start Teaching staff implementing a field trip in relation to their lesson plan must adhere to the following procedure, to ensure the success of the educational excursion.

Planning for the Field Trip:

Before a field trip is planned, gather all information about the location to assure that it will meet the educational goals/objectives set forth on the lesson plan.

1. Education staff in cooperation with the participating families will plan the event.
2. Education staff will inform participating Head Start Families of the upcoming event by means of:
 - a. News letters
 - b. Notes home
 - c. Class calendars
 - d. Phone/e-mail
3. Permission slips must be sent to participating families **1 week prior** to the trip.
4. Permission slips will include field trip procedures and the itinerary that have directions to the destination.
5. Permission slips will also include child/adult ratio information.

6. Participating family members or community volunteers may accompany children to ensure adequate supervision.

7. Field trips to the zoo, caves, state capital, etc. will require a ratio of 1 adult for every 2 children.

8. Field trips to the Purina Farm, Runge Nature Center, pumpkin patch, nursing home, airports, fish hatcheries, etc. will require a ratio of 1 adult to every 6 children.

9. Teachers may increase the number of adults in some situations if needed.

Request for Approval:

- The top portion of the Authorization for Field Trip form must be completed and submitted to the Area Supervisor/Site Supervisor three weeks prior to field trip
- Authorization for Field Trip must be signed and returned by the Area Supervisor/Site Supervisor

Parent Information packet:

- Permission slips must be sent to parents **1 week prior** to the trip.
- Permission slips will include field trip procedures and the itinerary that have directions to the destination.
- Permission slips will also include child/adult ratio.
- Siblings attending field trips are the sole responsibility of the parent/guardian and are not to be counted in the adult child ratio.

Day of Field Trip:

- Children may participate **ONLY** if they have a signed permission slip
- Siblings under the age of three will not be permitted on field trips
- Siblings attending field trips are the sole responsibility of the parent/guardian and are not to be counted in the adult child ratio.
- If adult/child ratio is not met, field trip will be canceled
- Driver of each vehicle will receive written directions/instructions for the trip (i.e. route, highways and exits)
- Private vehicles of Head Start families can be used to transport **their** child.

• **Only when accompanied by their parent will a Head Start child ride in a vehicle other than a Head Start van/bus.**

• Field trip roster must be filled out; roll must be taken prior to leaving, lunchtime, and prior to departure

• Complete bus seating chart. Leave a copy at the center and fax a copy to the Central Office.

• Drivers complete Bus Safety Inspection Checklist prior to leaving.

• Drivers ensure they have current emergency contact phone numbers and emergency consent forms for each Head Start child attending.

• The Driver's cell phone should be turned on while traveling.

• It is recommended that a staff member bring a personal cell phone for emergency contact while away from the bus.

• Emergency calls would be reimbursed if requested.

• If no staff member has cell phone, contact the Transportation Director a few days in advance to check on availability of a loaner.

• Children will wear identification tags on all field trip. The child's name will not appear on the tag. Identification will consist of:

• **Head Start center and the teacher's name (ex. I'm a Belle Head Start child. Please find my teacher, her/his name is _____)**

• A MCI Field Trip Information Form must be completed and faxed to central office **the morning of the trip.**

• After the field trip, complete the bottom portion of the Authorization for Field Trip form and submit to the Area Supervisor/Site Supervisor.

What to do in case of an accident:

The driver is in charge of the following:

• Calling the police department and (if needed) ambulance.

• Calling Central Office.

• Getting the name, address, phone number and insurance of the other person involved.

Van/bus rider and teaching staff will make sure that the children are removed from the van/bus (if needed) and are in a safe secure location.

Classroom Outing Policy and Procedure

Purpose: Outings will support the classroom educational experience, current curricula, the developmental level and cultural background of children.

Scope: This policy applies to all MCI Head Start Facilities

Authority: 1304.21 (all)

Policy:

Outings will support the classroom educational experience, current curricula, and development level and cultural background of children. Outings are within a 10 mile radius of the center.

Procedure:

Pre-planned/ impromptu outing

1. All outings will be planned by the teaching team. The following elements will apply:
 - a. Will be noted on lesson plan
 - b. Will coincide with the weeks study point
 - c. Will only utilize a portion of the class period
 - d. Notes to parents will be sent whereas a field trip permission trip is not necessary. If an impromptu outing then the parents are notified by phone.
 - e. Same regulations explained in the field trip procedures apply
2. Forms:
 - a. Child Roster (copy left at center)
 - b. Trip information form (copy left at center)