

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (Rocky)**

**HEAD START**

**FIELD TRIP POLICY AND PROCEDURE**

Head Start field trips will be preplanned and emergency procedures prepared. Field trips will support the classroom educational experience, current curricula, the level and cultural backgrounds of children. Head Start staff will ensure that safety is the first priority on all field trips and outings away from the Head Start site.

**Transportation**

1. Any field trip requiring bus transportation must be requested on the Field Trip Request Form and turned in to the Classroom Supervisor for approval. Classroom Supervisor will route the form to the Support Services manager three weeks prior to the scheduled field trip.
2. The Support Services Manager will notify Classroom Supervisor and Teacher requesting trip and record field trip information on the designated Outlook Calendar.
3. There will be no more than one (1) hour of travel time one way. Any trip that takes longer than one (1) hour must have approval by the Classroom Supervisor. Exceptions could be in outlying areas.
4. Parents and siblings if accompanied by parents can ride the field trip bus. Siblings attending field trips are the sole responsibility of the parent/guardian for supervision. Private vehicles can only be used by parent or authorized people to transport their own children. No other Head Start children may ride in that private car.
5. A minimum of two Head Start Staff members will accompany children at all times.

**Teacher Responsibilities**

1. The field trip will be relevant to the curriculum (reflective of needs, interests and cultures of children).
2. Teachers must ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.
3. Teachers will inform Head Start main office of departure and arrival.
4. Emergency consent forms and properly stocked First Aid Kits must be taken on all field trips and other outings.
5. Staff will ensure that parents have received notification of the field trip by using the Field Trip Notification form. In the event of an unplanned walking outing, teachers will inform the Head Start office of their destination and place a note by the door of their classroom.
6. Classroom discussion will happen both before and after the field trip to prepare children and assess outcomes.
7. Parents and volunteers will accompany field trips to ensure adequate supervision with appropriate adult/child ratios. There will be a ratio of at least one adult per eight children on field trips. Whenever possible the adult/child ratio should be as high as one adult per two children. It is particularly important to have a high adult to child ratio when going places that have either a large number of people present or near water (river, lakes), areas that are remote and have few emergency facilities/phones nearby.
8. Children will be counted and names recorded on an attendance sheet prior to leaving and before returning.
9. A Head Start staff person will always accompany children into off-site restrooms during fieldtrips. If gender restrictions on the public restroom facilities might interfere with this, the teaching staff are required to make arrangements to assure that teaching staff can accompany either male or female children into the public restroom.

**Parent Responsibilities**

1. Parents will be notified of any details about each field trip.
2. Parents are encouraged to attend field trips; however, they may need to provide their own transportation due to limited seating on the bus.