


<b>Performance Standard:</b>	<b>Safety, Transportation</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>1306.33 c 1</b>	
<b>Reference:</b>	OKDHS-Licensing	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	9/2018	
<b>Form:</b>	Field Trip Request Form, Bus Seating Arrangement, Field Trip Report	
<b>Responsible:</b>	Classroom staff/ Area Supervisor/FEC, Safety Manager/ Head Start Director	
<b>Field Trips</b>		
<b>Policy</b>		
<p>Field trips are an extension of learning from the classroom into the "real world". They are important because they help children connect classroom activities with people and places in the community. Well-planned field trips can be a very rewarding experience for enrolled Head Start children. There should always be an objective or reason for taking enrolled children on a field trip.</p>		
<b>Two Types of Field Trips</b>		
<ul style="list-style-type: none"><li>● <b>Walking Field Trips</b>, also known as non-vehicular excursions, which are defined as any walk beyond the perimeters of the Head Start or Early Head Start grounds. There must be three adults per class with the Head Start children and one adult for every two enrolled children for Early Head Start.</li><li>● <b>Bus Field Trips</b> are those utilizing school or transit provider buses to transport children away from the center.<ul style="list-style-type: none"><li>○ Bus field trips require a ratio of at least one adult for every four children for Head Start and one adult for every two children for Early Head Start.</li><li>○ Bus field trip must be taken with in regular Head Start or Early Head Start Day.</li><li>○ Only two classrooms should attend a bus field trip at the same time, unless otherwise approved by the Head Start Director.</li><li>○ All enrolled children must ride the bus.</li></ul></li></ul>		
<b>Planning Field Trips</b>		
<p>Many considerations must be made before a field trip can occur:</p> <ul style="list-style-type: none"><li>● The field trip setting must be assessed by a Head Start or Early Head Start staff member prior to the field trip planning to ensure that it is a safe, sanitary environment and that it is</li></ul>		

developmentally appropriate for the age of the children attending.

- To request a field trip, the Teacher must submit the Field Trip Request to the Head Start Director at least two weeks in advance of proposed trip.
- The Head Start/Early Head Start Director must give prior approval for all field trip plans.
- The Head Start Director will send approval or denial to Teacher and a copy to the Area Supervisor.
- The Area Supervisor/FEC shall be notified of all logistics concerning field trips.
- Teaching staff shall develop a written plan of activities (field trip itinerary) that outlines the sequence of events for the field trip.
- The field trip itinerary must include:
  - the name of the person who will be in charge on the field trip,
  - departure and arrival times to and from the destination,
  - a detailed description of how the day will flow,
  - and the time and location to regroup at the end of the day.
  - Written Route.
- All volunteers and staff attending the field trip shall be given the detailed itinerary for the day.
- Teachers will plan the assignment of children to adults.
- Siblings of center-based children are not allowed to participate in field trips.
- A bus-seating chart must be completed prior to the bus leaving the center.

### **Emergency Vehicle**

- An emergency vehicle (van or car) must be available to follow the bus in case of an emergency.
- All drivers must be provided with a written route.
- The field trip route along with the itinerary must be posted on classroom door or designated area on the day of the trip.
- Passengers on the bus must not exceed the maximum capacity of the bus, and all passengers must be restrained in accordance with the Head Start Performance Standards for Transportation.

### **Identifying Children**

- Arrangements must be made to provide identifiable t-shirts, identification tags or wristbands that include the following:
  - Center Name,
  - Telephone Number,
  - and Center Contact Person.
- For the safety of the children, their names shall not be written on the ID tags or t-shirts.

### **Cost of Field Trip**

- Two bus field trips a year. Consideration given for special requests.
- The cost of the field trip must be included in planning. Total costs should include identification tags, admission fees for children, teaching staff, approved volunteers, additional transportation costs for the emergency vehicle, and meals for all adults.
- Costs should be approved in advance through the purchase order system outlined in the

program Financial Policies and Procedures.
<b>Meals Provided</b>
<p>When lunch will be provided away from the center, the in-charge person must coordinate meal preparation and storage with the Nutrition Manager.</p> <ul style="list-style-type: none"> <li>Meals for children must be planned with food service staff and charged to the Child Care Food Program.</li> <li>The in-charge person shall also coordinate the meal transportation, distribution of food, and disposal of left-over food and trash.</li> </ul>
<b>Permission</b>
<ul style="list-style-type: none"> <li>Classroom Teaching staff will complete Head Start Trip Permission Form and send it home with the child at least one week prior to Trip.</li> <li>Both Classroom Teaching staff and parents complete all sections of Head Start Field Trip Permission Form (i.e., phone number, destination, and transportation information).</li> <li>Permission slips for each Bus Field Trip must be signed prior to the field trip, and will inform parents of the exact place, date, and time of the field trip.</li> <li>No verbal permission can be accepted.</li> <li>If a parent does not want his/her child to attend a field trip or no permission form signed, the child's parent will be contacted to keep child at home.</li> <li>Classroom Teaching staff takes the Permission Forms on the field trip to cover liability issue.</li> <li>Permission forms are put in child's education file upon return.</li> </ul>
<b>Supervision</b>
<ul style="list-style-type: none"> <li>A sufficient number of volunteers shall be recruited to safely supervise all children.</li> <li>If a sufficient number of staff and volunteers are not available on the day of the field trip, that field trip shall be cancelled and rescheduled at another date.</li> <li>Accommodations must be made for children with physical disabilities, challenging behaviors, or other concerns.</li> <li>There may be a need for additional volunteers or staff to attend the field trip.</li> <li>No child shall be excluded from a field trip unless requested by the parent.</li> <li>Volunteers should be given specifics of what is expected of them for the entire day.</li> </ul>
<b>Orientation and Follow-Up</b>
<p>An orientation shall be implemented for all adults who will be supervising children on the field trip. All designated volunteers shall sign a written agreement that they will do the following</p> <ul style="list-style-type: none"> <li>adhere to the <b><i>Smoke-Free Environment Policy</i></b></li> <li>adhere to the <b><i>Discipline Policy and Procedures</i></b></li> <li>refrain from purchasing food, drink, or souvenirs while on the field trip</li> <li>remain with the children at all time</li> <li>remain with their assigned group</li> <li>follow the <b><i>Standards of Conduct Policy</i></b></li> <li>follow the Field Trip Itinerary</li> </ul>

Everyone must be able to identify the in-charge person and understand his/her role while on the field trip. Upon return to the center, all adults that attended the field trip should fill out the Field Trip Report.

### **Safety/Injuries Precautions**

Classroom Teaching staff take on each field trip:

- Emergency Backpack
- One (or more) staff member trained in First Aid/CPR and Communicable Diseases
- Children's medication and copy of health plan (as needed)
- Emergency Contact Form for each child
- Head Start Permission Form for each child
- Sign In/Sign Out sheet

Assigned in-charge staff person contact teacher regarding injuries; the teacher contacts the parent/guardian.

### **Definitions/Acronyms**

PC - Policy Council  
GB - Governing Board  
INCA - Head Start and Early Head Start programs  
HS - Head Start program  
EHS - Early Head Start program

### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.