



Walking Field Trip & Class Visitors 0-5

Policy

Field trips are pre-planned and documented in the lesson plan and classroom calendar; they are relevant to the curriculum and reflective of the needs, interests and cultures of the children and families. Field trips connect children and their families to their community.

Policy Council Approval: 6/17/14

Board Approval: 6/19/14

HEAD START PROGRAM PERFORMANCE STANDARDS:

1302.31 Teaching and Learning Environment

1302.47 Safety Practices

PROCEDURES:

Planning and Curriculum

- Head Start does not provide transportation for off-site field trips.
- This procedure applies to **Classroom Visitors and Walking Field Trips**.
- Consideration should be given to the skill level and makeup of the class when planning a field trip or preparing for a class visitor.
- Teachers will gather information from families and children about interests to plan activities.
- Field trips and /or class visitors must be noted on the lesson plan and classroom monthly calendar.
- **Class visitors and /or walking field trip plans must be approved by the Site Manager AND Education Supervisor at your site.**
- If there are animals involved, please review the *Animals & Pets Policy* and adhere to the guidance given.
- Field trip/visitor content **must** be documented on the lesson plan. Related activities before and after the trip/visit are noted on the lesson plan to prepare children and

assess outcomes. Field trips/visitors will be included on the classroom monthly calendar.

- Teachers will plan for individualization for focal children, (and any other individual child needs), when a field trip/visitor is planned. This will be reflected on the Individual Child Planning Form.
- Rules of field trips/class visitors are related to our three universal rules. They will be taught and referred to by Teachers and children prior to and throughout the duration of the field trip/class visit. Teachers and the Education Supervisor must feel confident that the children have had sufficient preparation, are clear about expectations, and are ready to take a trip/have a visitor in the classroom.

For classroom visitors,

- not requiring payment, Site Manager and Education Supervisor may provide final approval. **(Do not need Ed. Manager approval)**
- Secondary and final approval is needed if the visit involves animals, requires payment or is off-site. In these cases: Submit 2 weeks in advance (minimum)
 - Once a plan is approved (By Ed Supervisor and Site Manager), the teacher will fill out the Field Trip Request form on the Education Department SharePoint.
- Email completed form to Education Manager. When approved Ed Manager will include the Education Director for final approval (as needed).
- **To request funds: Please** indicate the cost of the visitor or trip on the Field Trip Request Form. The Education Manager will email the Education Director and include the description of the trip or visitor, and the total cost (as applicable). If approved, the Education Director. Will notify the fiscal department.
- The Site Manager will be responsible for completing the Check Request Form and submitting it to the fiscal department.
- The Fiscal Department will notify the center contact person when the check is available for pick up. **(A check that is requested by a Monday will usually be available Friday of that same week.)**

Walking Field Trips (Head Start Only):

After receiving **approval from the Site Manager and Education Supervisor**, the Teacher will fill out Field Trip Request **(at least 2 weeks prior to planned trip/visitor)** located on the Education SharePoint. Email to Ed. Manager.

- **When going off-site, staff will complete safety pre-planning prior to a field trip**, such as going to the site to ensure safety of the children and appropriateness of the activity.
- Family members, volunteers and staff need to be informed. Please refer to the health policies and procedures: [First Aid Kits-Health Nutrition and Food Service](#).

- Volunteers and/or parents will not be left alone with children or accompany a child to the restroom alone.
- Families will be notified immediately following the field trip/visitor plan approval and scheduling. Notification will be in written form and may be a flier or monthly calendar. Notification will include the date, time of center departure and return, location, and purpose of the trip and/or visitor. Families are encouraged to attend field trips and be present for visitors.
- If leaving the center, Teachers will **post a note on the Destination Log, and classroom/center doors as to their whereabouts and the estimated time they will arrive back at the center. They will provide a center cell phone number for emergencies. Teacher will keep center cell phone on person at all times.**