

## 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.

#### Head Start Program Performance Standards:

1302.31 Teaching and Learning Environment

1302.47 Safety Practices

#### Department of Early Learning & Care:

414-305-0920 Outdoor Play Area

414-305-0500 Supervision of Children

### Procedures:

#### Planning and Curriculum

- Southern Oregon 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 Ed Coach 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.
- On the field trip form, include Creative Curriculum objective numbers (1a, 2b etc.) the educational goals sections to tie in the intentional planning for the visitor or trip.
- 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. Teacher, SM and the Coach 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 Ed Coach 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 Site Manager and Ed Coach), the teacher will fill out the Field Trip Request form on the Education Department SharePoint.
  - Email completed form to Education Manager.
  - **To request funds:** Please indicate the cost of the visitor or trip on the Field Trip Request Form. If approved, the Education Manager will notify the fiscal department.
  - The **Site Manager will be responsible for completing the Check Request Form** and submitting it to the fiscal department, using proper coding.
  - 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 Ed Coach** 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.
- 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 always keep center cell phone on their person.**