

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 Performances 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

414-305-0260 Items Available to View

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.
- All field trip requests must be submitted to 0-5 Education Supervisor no later than 2 weeks prior to scheduled visit/trip.
- Field trips and /or class visitors must be noted on the lesson plan and classroom monthly calendar.
- A field trip notice must be posted in the classroom for families to see with the date, time and place of each approved field trip 48 hours in advance of the field trip.
- **Class visitors and /or walking field trip plans must be approved by the Site Manager AND 0-5 Education Supervisor.**
- If there are animals involved, please review the Animals & Pets Policy and adhere to the guidance given.
- 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. The Teacher and SM 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:

- Teacher will complete a Field Trip Request Form and share with SM for first approval. Once approved, SM will forward a copy of the form to 0-5 Education Supervisor for review/approval.
- Additional and final approval is needed if the visit involves animals, requires payment or is off-site. In these cases:
 - **To request funds:** Please indicate the cost of the visitor or trip on the Field Trip Request Form. If approved, the Education Supervisor will forward request to the Education Manager who 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):

- Teacher will complete a Field Trip Request Form and share with SM for first approval. Once approved, SM will forward a copy of the form to 0-5 Education Supervisor for review/approval.
- **When going off-site, staff will complete safety pre-planning prior to a field trip**, such as going to the site to ensure the 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 for 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. Teachers will always keep center cell phones on their person.**