

## 1301.41-FieldTrip Protocol

**Category: Extended Learning Environment**

**Regulations:**

Performance Standard 1302.31 The Teaching and Learning Environment (a) (b) (1) (c) (1) (2) (d) (e)

Performance Standards 1302.51 Family Engagement (3b) 1302.53 (iv) Educational and Cultural (b)

1302.47 Safety Practices (5) (ii) (iii)

WAC 110-300-0320 Facilitating child interests, learning, perspective, and productivity 3 (c)(d)(i) WAC 110-300-0135 Family Partnerships and communication 4(g) communicate verbally or in writing. WAC 110-300-0135 Developmentally age appropriate WAC 110-300-0265(1) Must provide supervised rest Time.

**Activity / Steps:**

**Purpose:**

The purpose of a field trip is to have an extension of learning and a hands on experience on a current study the classroom is focusing on. Field Trips will ignite children’s curiosity about the world around them to drive their learning and development. Field Trips must be developmentally appropriate as well as directly connected to the Study the teacher is implementing in the classroom.

**Scheduling a Field Trip:**

Here is the process that classroom staff must follow when wanting to schedule a walking or bus riding field trip:

	<ol style="list-style-type: none"><li>1. The field trip must be related to a study or the current classroom focus.</li><li>2. The children will have an extended learning experience from the field trip</li><li>3. The classroom staff have two weeks or more before wanting to take a field trip.</li><li>4. The classroom staff have looked into the location and the location is safe and age-appropriate for children to explore.</li><li>5. The classroom staff will complete the field trip request form # 11 under Child Development (ESD 105 website).</li><li>6. Once the field trip request form #11 has been signed and approved by all required parties then the classroom staff can complete the field trip permission form # 11 to send to families.</li><li>7. The classroom staff is responsible for assuring that all children's health issues or concerns have been taken into consideration and that every child in their classroom can have full participation in the field trip location.</li><li>8. All arrangements (transportation, USDA, special service therapy, late drop offs) have been reviewed and planned for.</li><li>9. Children must have a written permission form in order for them to attend a field trip, phone calls or verbal notice will not be accepted.</li><li>10. Classroom staff must make arrangements for children who do not have permission to attend a field trip. Arrangements include where the child(ren) will stay while the classroom is gone. The Safe Teacher practice (2 teachers at all times) must still occur even if only one child stays behind.</li><li>11. Children who are placed in a temporary classroom must have one classroom staff member from their original classroom stay with them</li></ol>
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	<p>and the child's EIF must go into the temporary classroom or more must provide a supervised rest period for the children.</p> <p>12. Transportation curriculum must be reviewed prior to the field trip to discuss bus rules</p> <p>13. Discussion on danger zones and safety must be discussed before the field trip.</p> <p>14. Field trip locations must have a bathroom and running water for children to use.</p> <p>15. Field trips that are including a sack lunch MUST follow all USDA recommendations and precautions.</p> <p>16. Walking field trips must have sidewalks for children to walk on.</p> <p>17. Center Managers must be aware of the walking path of a walking field trip before approving a walking field trip. The classroom staff must draw or write the path they plan to take for the walking field trip.</p> <p>18. Field trips should not interfere with meals or rest time- classroom staff must make arrangements and send notices if field trips will interfere with mealtimes and rest time once they have been approved by the center manager and by the food service manager for adjustments made.</p> <p>19. A classroom must not go on a walking field trip or a bus ride field trip until it has been approved and all precautions and arrangements have been made.</p>
<p><b>Field trip precautions:</b></p>	<p>The Seedlings center takes all safety precautions in children's identity and safety, the following procedures must be in place before exiting to a field trip.</p>

**Name Tags:**

- a. All children will need to wear a Velcro name tag before going on a walk or using a bus for the field trip.
- b. The name tag will not say the child's name but instead will have a ID number that will match the roster of the child's teacher; *EXAMPLE if Rosa is at the top of your attendance roster then she is Child #1. Jose is next on your roster so his name tag will say Child #2.*
- c. A copy of your roster **MUST** be submitted to your managers at the center and to your bus driver if you are taking the bus to your field trip location.
- d. The classroom staff **MUST** carry a cell phone and they must provide the managers at the center the number and the bus driver the number.
- e. While on the field trip it will be the classrooms responsibility to ensure that children's first and last name are not provided and that pictures are not taken of the children unless parents have given permission (check the enrollment permission form # 37)

**Supervision of children:**

- f. Active Supervision protocols and steps **MUST** be reinforced and practiced during a field trip.
- g. More than 2 Seedling staff must attend the field trip to help ensure safety of the children (utilize FA, floater, bus aide for support.) The bus driver could count if they are able to leave their bus and supervising the children does not interfere with their break or lunch.
- h. Parent Volunteers or student volunteers do not count as adults to supervise children; it must be a paid Seedlings employee.

	<ul style="list-style-type: none"> <li>i. Parent Volunteers must take themselves to and back from the field trip location, parents are not allowed to ride the bus.</li> </ul>
<p><b>Field trips that include animals or costumes or characters:</b></p>	<p>Some children have experienced trauma and may have a fear that we are unaware of. Some children have health issues that need safety measures before going on a field trip. If the classroom staff is planning a field trip where one of the following may be present then an additional notice must be written and sent to the families to see if they feel their child will be okay with the field trip.</p> <ul style="list-style-type: none"> <li>1. Field trip that will have animals (example: a petting zoo, a farm)</li> <li>2. Field trip that has staff members who dress up in costumes (example: Ronald McDonald)</li> <li>3. Places with dark rooms or where they turn off the light off (example: museum)</li> <li>4. A place that could have loud sounds (example: fire station and a fire truck siren)</li> </ul>
<p><b>Field trip locations or activity that are unacceptable:</b></p>	<p>For safety for all of our children and for accountability issues the following places or activities are not allowed for field trips:</p> <ul style="list-style-type: none"> <li>1. Private or public swimming pool</li> <li>2. Carnival or state fair</li> <li>3. Amusement center</li> </ul>

	<ol style="list-style-type: none"><li>4. All locations must be approved prior to field trip</li></ol>
<b>Must take tools to a field trip:</b>	<ol style="list-style-type: none"><li>1. Name tags for children</li><li>2. Roster of children names that connect the to a number</li><li>3. A cell phone</li><li>4. The Emergency Binder</li><li>5. Any medication that a child may have</li><li>6. More than 2 Seedling adults</li><li>7. Know the address and phone number of the Seedlings Center</li></ol>