

Field Trip Planning and Approval Form

Please review the current Field Trip and Field Trip Safety Policies and Procedures prior to completing this form and submit to your Regional Manager for approval three weeks prior to trip.

| | | | | | |
|---|-------------------|--------------|------------------------------|------------------------------|------------------------------|
| Site | Date | Time of Trip | | | |
| A | FIELD TRIP | | | | |
| Where are you going? | | | | | |
| Destination: | | | | | |
| What are you going to do there? | | | | | |
| How does it relate to the curriculum? | | | | | |
| Relevance: | | | | | |
| Is there a cost for the field trip and if so, how will it be funded? <i>(fundraising account, in-kind donation, etc.)</i> | | | | | |
| Does destination require parents to sign a waiver or separate permission form? <i>If yes, please attach</i> | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| B | BUSING | | | | |
| Will you need busing? <i>If yes, fill out & attach Request For Bus Service. Teachers riding bus must have completed annual bus monitoring training.</i> | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| If parent volunteers are attending, will the child ride the bus? <i>Make sure parent volunteers sign their child in and out if self-transporting</i> | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| If not using busing, what is your walking plan? | | | | | |
| Attach map of walking route, mark potential hazards and the plan to address them. <i>Will you be bringing wagons for tired children or supplies? Will you take a walking rope? Are there sidewalks, crosswalks, etc along the route for children to safely walk?</i> | | | | | |
| C | LOCATION | | | | |
| Are there bathrooms? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| If no, what is the plan for toileting/diapering? | | | | | |
| Is there running water and washing facilities? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| If no, what is the plan for handwashing? | | | | | |
| Is there drinking water? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| If no, what is the plan for providing drinking water for children? | | | | | |
| Is there shade or a covered area available? | | | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If no, what is the plan for weather? <i>(heat, rain, etc.)</i> | | | | | |
| Is there seating? | | | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If no, what is the plan for seating? | | | | | |

| D | SPACE | | | | |
|------------------------------------|---|--|------------------------------|-----------------------------|------------------------------|
| | Are you going to a playground or other public open space? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | Is the equipment at the site safety rated for your age group? | | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | Is there equipment at the site rated for older children? | | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | If Yes, what is your plan for keeping Head Start and Early Head Start children on the equipment for their age range? | | | | |
| | For larger groups such as two classrooms attending trip together or parent events, check city code. | | | | |
| | Does group size require a permit? | | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | Is there adequate parking? | | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| E | MEALS | | | | |
| | Will children be eating on the field trip? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | If Yes, fill out and attach meal order and supply requests to submit to kitchen <i>(bags, cooler, blue ice, etc.)</i> | | | | |
| | Make sure you can accommodate Special Diets. | | | | |
| F | STAFFING | | | | |
| | How will you maintain (preschool) 1:8 staff / child ratio, or (EHS) 1:4? <i>Note which staff will be attending fieldtrip</i> | | | | |
| | What is the plan to accommodate staff breaks around the field trip? | | | | |
| | If volunteers are present on the field trip, do they know what they'll be doing? | | | | |
| | How will you manage challenging behavior on the trip? | | | | |
| | List contact person and telephone # <i>(bus cell phone, staff cell phone, phone at destination, etc.):</i> | | | | |
| | Do any children in your class require other special accommodations, including medication administration? | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | If Yes, how will it be met on field trip? | | | | |
| Regional Manager Signature: | | | | Date | |

If you need more room use the bottom and back of the **Field Trip Checklist**

Field Trip Checklist

Once field trip has supervisor approval:

- Keep a copy of your planning form and this checklist for reference
- Post notice of field trip in classroom in English and in Spanish if applicable
- Notify cooperating professionals (Options, SLMH, EC-CARES) that the class has a field trip that day
- Run Child Plus report to verify parent permissions

Items to Bring on Your Trip:

- First Aid Kit
- Emergency Contact Forms
- Sign In/Out Sheets
- Meal Count Form, if eating
- Program identification for each child (name tag, t-shirt, vest) that says Head Start and office phone number attached to each child

Tips for a Successful Field Trip:

- Visit the location before your trip. Even if you have been there before, things could have changed since your last visit. Look for potential challenges so you can plan and problem solve ahead of time.
- Bring extra plastic grocery bags for trash, dirty clothes, etc.