

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Field Trips

### POLICY:

Field trips will support classroom educational experiences, current curriculum, **each child's individual** developmental level and cultural background of all children. Field trips will be pre-planned, supporting all children's engagement in learning experiences and activities.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.21 1302.60; 1302.61; 1303.72; 1303.75; 1302.31*

### PROCEDURE :

1. The field trip must be relevant to the curriculum and reflective of the needs, interests and cultures of the children and this relevance documented on the lesson plan.
2. Field trips will be pre-planned and approved prior to the scheduled trip.
3. Notify parents, in writing, at least five (5) days in advance of the scheduled field trip, and obtain their signed permission.
4. Parents and volunteers should be encouraged to accompany classroom staff on field trips to ensure adequate supervision (*see Field Trip Safety policy*). However, no child will be excluded from the field trip based on the child's parent being unable or choosing not to accompany him/her on the scheduled trip.
5. Children and volunteers will be counted and names recorded prior to leaving the classroom. Prior to returning, a head count must be made and names checked to ensure the presence of all children and adults.
6. Each child will wear a durable identification tag including the name of the program, program address and phone number (not the child's name). (*see Field Trip Safety policy*)
7. Each child's "Consent for Medical/Dental Emergency" form, Emergency Contact form -COPA Report #702 and a First Aid Kit must be taken on all field trips.

8. Parents may use their private vehicles to transport their own children. No other Head Start enrolled child may ride in the private vehicle to or from the field trip.
9. Siblings attending field trips are the sole responsibility of the parent/guardian.
10. Classroom discussion should occur both before and after a field trip in order to prepare children and assess outcome.
11. Field trips will be discussed at parent meetings to share how the trip integrates into the curriculum and to discuss ways that parents can become involved.
12. Rules and regulations mandated by the delegate agency and/or state Licensing source, in regard to field trips, will be followed.
13. **Children with disabilities cannot be excluded from field trips due to issues with transportation or accommodation during outings. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start program. Other needs regarding transportation identified on the child's IEP, such as seating requirements, necessary training for bus drivers or monitors, etc. must be in place for field trips.**