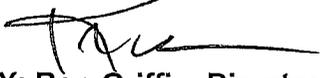




**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 2
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EFFECTIVE: 8-01-2005
Updated

**SUBJECT: PROCEDURE FOR PLANNING EDUCATIONAL
FIELD TRIPS**

APPROVED: 10-21-2010

BY: Ron Griffin, Director

PURPOSE

An educational field trip can assist the children's learning because it:

1. Helps them develop a keen sense of observation;
2. Helps them develop a desire to seek answers to questions;
3. Helps them to develop an interest in the things that make their environment.

POLICY

This policy covers safety, how to organize a field trip, ratio, limit on distance, what to bring on the field trip, name tags, etc.

REFERENCE

Preschool Services Department

PROCEDURE

An educational field trip in the preschool program is any outing or trip made by a group of children accompanied by adults, and relating to the unit of study/classroom activities. Too many times it is thought that a field trip must be something big and to a far off place. This is not necessarily true, especially with the very young child. There are the nearby places that equally afford experiences of learning and exploring.

NO FIELD TRIP CAN BE TAKEN UNTIL ALL STEPS BELOW HAVE BEEN COMPLETED:

1. Site Supervisor will be responsible for having center teachers meet with parent committees during the program year to establish suggested places to visit for educational field trip within the community or locality, relating to classroom activities.
2. The suggested list will be presented to the policy council by the education component.
3. A copy of the approval list will be returned to local agencies.
4. The classroom teacher must submit the Educational Field Trip Planning Sheet, as related to the classroom activity, to the Preschool Services Department, four (4) weeks prior to any scheduled trip.
5. Each classroom teacher should submit a separate Educational Field Trip Planning Sheet and indicate if class is A. M. or P.M. and the number of volunteers per class.
6. Lunch/snack menu must be included with Education Field Trip Planning Sheet for approval by PSD's nutrition and/or food services staff.
7. Field trips must not be planned for week-ends or holidays.
8. Written permission slips from the parent/guardian is required each time that a planned trip, including walking trip, is scheduled.

9. Center staff cannot use privately owned vehicles to transport children for planned educational field trips.
10. Keep all permission slips for one program year. A copy of the permission slip should be attached to the incident report in case of incident or accident.

Volunteers

1. Volunteers can assist with teacher's directions by escorting and attending to the needs of small groups of children on field trips.
2. All volunteers must have a current T.B. clearance on file at the center.
3. Suggested ratio is one (1) adult for every three (3) children.
4. Volunteers cannot take non-enrolled children or siblings on field trips.
5. Volunteers cannot transport PSD children in privately owned vehicles on field trips.
6. Parents/Guardians wishing to take children from field trip site, must sign child(ren) out, using the program sign in/out sheet provided by classroom teacher. Parent /Guardian will then assume responsibility for the child (children).

LIMITS (TIME, DISTANCE)

1. Walking trips should not exceed 1/2 mile each way.
2. Provisions should be made for water, wagon, and/or stroller depending on the health needs of the children.
3. Vehicle trips should not exceed 3 hours traveling time round trip.
4. No child can be excluded from a field trip, except for lack of a signed permission slip or for health reasons.

*Centers located in the desert areas need to obtain special permission to exceed 3 hours traveling time.

REMINDERS:

1. Use the restrooms before leaving the school or boarding the bus.
2. Do a head count before leaving the school or boarding the bus and before leaving the field trip site.

FIELD TRIP CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Emergency/Authorization Treatment Cards | <input type="checkbox"/> First Aid Kit/Emission Bag |
| <input type="checkbox"/> Insurance Forms | <input type="checkbox"/> Note Pad and Pen |
| <input type="checkbox"/> Water/Drinking Cups | <input type="checkbox"/> Extra Clothing |
| <input type="checkbox"/> Signed Permission Slips | <input type="checkbox"/> Blue Ice Pack |
| <input type="checkbox"/> Wagon or Stroller (Depending on the health and/or physical needs of the children.) | <input type="checkbox"/> Name Tags* |
| | <input type="checkbox"/> Facial Tissue |
| | <input type="checkbox"/> Sign In/Out Sheet |

***DO NOT USE CHILD'S NAME ON THE NAME TAG. USE ONLY THE NAME AND PHONE NUMBER OF SITE. INCLUDE NAME TAGS FOR STAFF AND VOLUNTEERS.**

Complete the following attachments:
 FIELD TRIP COMPOSITE/CONDITIONS
 EDUCATIONAL FIELD TRIP PLANNING SHEET