Field Trip Policy

A field trip shall be any excursion in which the children are taken from the Center facility they regularly attend to another facility. All other excursions to indoor or outdoor, private or public, locations that require motorized transportation shall be considered a field trip and must satisfy the requirements of the field trip policy.

I. An idea for a field trip should have the prior approval of the age group leader or Program Director, who should evaluate the idea with regard to:

Security – Will more staff or volunteers be needed to improve staff-to-child ratio? Is the facility childproofed to the level appropriate for the ages of the visiting group?

Liability – Is the liability (for damage to the facility, or injury to the children) understood?

Age Appropriateness – Will all of the children in the group be able to appreciate the trip?

Field Trip Policy – Does the trip meet other requirements of the field trip policy?

II. After the Age Group Leader approves an idea, parents should be given advance notice of at least one day.

III. Priority is given to field trips to public places.

If the field trip is to private places or private homes, the Age Group Leader and the parents should consider the trip carefully alike; explicit permission from the parents must be received.

IV. All relevant information regarding the field trip should be put in writing, left with the front desk, and posted in the room where the children would normally be (see attached). Parents must sign a field trip permission form.

Walks, while not considered field trips, should follow a regular and established route and the Administrative Assistant must be notified.

V. Family vehicles and drivers are needed to drive children on the field trips since IC3 doesn't possess a vehicle to transport children:

a. The person driving must present to the teaching staff their driver's license, current insurance card, and current registration. No one under the age of 18 may drive the children on a field trip.
b. Teaching staff must check the vehicle for a current inspection sticker.
c. All children must use child safety seats or safety belts as is appropriate to their age.
d. The driver of the vehicle may not be counted in staff:child ratios.

VI. Adult/child ratios must be considered when taking a field trip and OCFS regulations must be followed. Depending on the destination of the trip, a higher adult/child ratio may be necessary. This determination is at the discretion of the Age Group Leader and/or the Program Director. At all times, a minimum of IC3's adult/child ratio must be met.

VII. Make sure all children are accounted for when leaving the center, when entering vehicles, when exiting vehicles and arriving at the field trip destination, during the field trip, when leaving the field trip destination, upon arriving at IC3 and exiting vehicles and when entering the classroom.

Know your faces, names and numbers at each and every transition mentioned above. All chaperones must be made aware of the children they are chaperoning and the supervision expectations placed on them.

I. A working land line or a cell phone must be available at the final destination.

II. At least one first aid pouch must be available while on the field trip.