



Field Trip Policy and Procedures

Documentation

The Field Trip Supervisor will bring copies of all field trip/registration forms with them on the trip and an attendance sheet that includes the student names and emergency contact numbers.

Attendance will be taken on the bus before leaving the center, upon arrival at the destination, at regular intervals during the trip and on the bus before leaving the field trip destination.

Each staff member should have a cell phone with them and contact information for other participating staff.

First Aid

The outdoor medical kit must be taken on all field trips. The box will be equipped as designated by DPH standards. Additional water should also be taken.

Supervision

All children will be supervised at all times. Trips to the rest room should be scheduled as appropriate to field trip activities. The ratio of students to children during trips shall adhere to DPH standards and when possible exceed recommendations. When appropriate, students should be assigned to a “buddy” or “group” for activities.

Education

All trips are planned with an educational goal. Although fun and engagement should be a priority, each teacher should plan field trip activities that reinforce educational goals. In addition, field trips provide students will the opportunity to build social skills and develop a sense of community and civic involvement.