

Child Care Field Trip Tip Sheet

Things to Consider When Planning a Field Trip

- Is the child care program licensed to transport children?
- Will this be a walking field trip or will children be riding on a van or bus?
- Is the destination suitable for the age group participating on the field trip?

Preparing for the Field Trip

- Make a reservation (if applicable) at the intended destination.
- Mark arrangements for transportation.
- Prior to departing for the trip, secure a field trip permission/release form signed by a parent/guardian for every child who will attend the field trip. The field trip permission/release form includes the following:
 - name of the destination
 - address of the destination
 - the date of the trip
 - time of departure and return
 - if the children will eat while on the field trip
 - supplies needed (i.e. bathing suit, lunch)
 - Fees
- Make field trip roster specific for the field trip that list the name of each child who will be attending and has a signed permission/release for along with space to record dates and times.

Transporting Safely

- Children should be loaded on the vehicle one at a time. After boarding the teacher will check each child to ensure children are seated in appropriate restraints and are secure. The teacher will sit near her children on the van.
- Before departure, the staff in charge will call the names on the field trip roster and record the time each child was loaded on the vehicle. Upon arrival at the destination, children will depart the vehicle one at a time. Once everyone is off the van a staff member will call on the field trip roster recording the time each child departed the vehicle at the destination. Check the vehicle to ensure every child got off at the destination.
- The same steps described above will be followed when the vehicle is boarded to return to the facility.
- After the final roll call, the staff in charge will sign the field trip roster verifying the information on the roster is correct.
- If the parent chooses to pick their child up and transport them home from the field trip destination the parent must "sign their child out" on the field trip roster indicating that have taken possession of the child and the child care facility is no longer responsible.

Providing Supervision

- Assign a qualified staff to each group of children (they should have a list of the children in their care). Staff should be clear which children are their responsibilities. Encourage staff to conduct numerous "face counts" to ensure everyone is accounted for throughout the day.
- Provide an adequate number of staff to ensure the child to staff ratios are maintained throughout the field trip.

- Provide additional staff as needed to care for children with special needs or children that need one on one supervision.
- Staff should not allow children out of sight, i.e. young children should not be sent to the restrooms alone
- Providing matching T-shirts, or wrist bands is a great way to identify your group.
- Sometimes a walking rope or holding hands can be used to keep young children together.

Staff Duties

- Staff should be clear on their duties and responsibilities. Consider:
 - Who will be the staff in charge on the field trip?
 - Who will bring the money or payment if needed
 - Who will carry the first aid kit and rescue medications? (inhalers, and epi pens)
 - Who is responsible for calling the role when the children arrive and depart?
 - Who had the identification information for each child in case of an emergency?
 - What is the plan if a child becomes ill or lost?