

Field Trip Policy

Purpose: To protect the children while participating in outings away from the center.

Procedures:

In addition to regularly scheduled activities, special events and field trips will be planned periodically. The center will inform parents of these events ahead of time.

Permission Forms:

Permission forms will be sent home prior to any field trip that involves transportation away from the center. The following information will be included on the field trip permission form:

1. The destination of the field trip.
2. The date and time of departure and return.
3. The child's name.
4. The parent's signature.

Permission forms must be signed and returned before the child will be allowed to attend any activity away from the center.

A notice will be posted the day of the field trip on the parent bulletin board in the child's class to remind parents of the event's scheduled time of departure and return.

Safety Precautions:

Emergency contact information and medical releases will accompany each child participating in the field trip.

Name tags will be worn by the children. Information of the name tags will include:

1. Name of the daycare.
2. Phone number of the daycare.

(The child's name will not be placed on the name tags to prevent strangers from calling children by name to lure them away from the group.)

Safety procedures and field trip guidelines will be reviewed with staff and children prior to participation in each field trip.

Parents/Guardians: are welcome to accompany the children as chaperones. If your child is required by law to ride in a car seat, please bring one to the Center the day of the field trip so they can be transported in our vans. (For each child who is required by law to ride in a booster seat the Center will provide the booster seat.)