

LITTLE LOG CABIN FIELD TRIP POLICY

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

I. Permission Slips

Parents must fill out permission slips in order for the children to be released to participate in the field trip. The permission slip will include the date and purpose of the field trip; the times of departure from and return to the facility; the name of the field trip destination; and, if applicable, the cost.

II. Ratios

The student/teacher ratios established and used for each class and age group shall be met. Parents and volunteers may only be used in the ratio if they have gone through the screening process. Before leaving the center, students will be divided into ratio groupings. This shall be done at the direction and discretion of each lead teacher. Each teacher and volunteer used in the ratio shall be responsible for specific children and be made aware of this prior to leaving the facility. Each staff member shall ensure that each child on the list is present at all times and place a checkmark next to the name of each child present at the following times: 1) At the beginning of the field trip or when boarding the motor vehicle, 2) Upon arrival and each hour while at the field trip destination, 3) When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and 4) When reentering the facility at the conclusion of the field trip.

III. Emergency Plans

In case of an emergency while on a field trip:

- A. We will make sure that all of the children are kept together in a safe place.
- B. We will take a head count and keep all of the children calm.
- C. Staff members will use their cell phone to contact the center, and then 911 if necessary. They will also contact the child's parent if necessary.
- D. Staff members will follow the directions given by either the most senior supervisor on duty at the center or 911.

IV. Parental/Volunteer help

All parents or volunteers must be screened according to the process outlined in the Volunteer Policy on page 13.

V. Expenses

All field trips should be kept to a minimal expense. For the most part, parents will cover the expense of their child attending the field trip. Teachers shall endeavor to round the cost of the outing to the nearest even dollar. In the planning stage they shall endeavor to ensure the funds charged cover transportation fees.

VI. Leaving the Facility

Before leaving the facility, staff members must make sure they have notified the office of the time they left and the time they will return. Also, staff members must have the following items with them: first aid kits, meds (if needed), a copy of each child's Emergency Information Form and a cell phone. Water in an amount sufficient for each participating child during the field trip should also be taken in a water cooler and cups for drinking. If the field trip spans a snack and/or lunch time staff members are responsible to take the snack/lunch with them. Children must be wearing in plain view a written identification stating the facility's name, address, and telephone number.