

## **CONNECTIONS FIELD TRIP POLICY**

Below are the policies, procedure, and responsibilities for all field trips. Please review the following information before all field trip events.

### **A Note on Policies:**

CONNECTIONS field trips are structured to provide a safe place for our students to explore other environments off-site to learn from their experiences in a variety of settings. A field trip policy helps to ensure the safety of the students in the off-site visits, while still engaging in fun and educational activities.

### **Procedure and Practices, including those for responsible person(s):**

- Field trips will be planned as part of the overall curriculum and/or student's interests and will provide learning opportunities through hands on participation whenever possible.
- Whenever possible, the instructor will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness, and to plan the route of transportation.

### **Prior to Field Trip Departure and Preparation:**

- Staff will notify parents in advance of all field trips requiring transportation and any other special arrangements necessary.
- A parent or legal guardian must sign a consent form for all field trips. Students may not participate in the field trip without parental consent.
- A first aid kit along with the children's emergency contact numbers will be taken on all off-site activities.
- At least one staff person with current First Aid and CPR certification must accompany children on off-site activities.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities.

### **Staff Responsibilities and Field Trip Procedure:**

- Children will be counted before leaving the school, during the field trip, and again at the time of departure for return to the school to ensure that all children are present.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- Specific staff will be assigned to each group of students. A staff member will always accompany students to a public restroom.
- While on walking trips, caregivers will model pedestrian safety and teach students to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- All students will wear identifying information that gives the facility's name and phone number.

**When the policy applies:**

This policy is in force anytime students are away from the school.

**Communication plan for staff and parents:**

In the event of an emergency or an extraordinary situation, the staff person will contact the CONNECTIONS Director at (413) 313-7710 or (413) 237-8568. CONNECTIONS Staff will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training.

During enrollment, this policy will be reviewed by Site Coordinators with the parents.

**Effective Date and Review Date:**

This policy is effective September 2009 was reviewed 6/22/11.