

ST. JOSEPH ACADEMY
(SJA)

Department:	ECEC
Number:	800.10
Effective Date:	June 1, 2009
Review Date:	February 11, 2020
Revised Date:	August 23, 2021
Page:	1 of 3

I. Policy:

This procedure outlines St. Joseph Academy's ECEC policy and procedure for going on field trips. The Department of Children and Families (DCF) and the National Accreditation Commission (NAC), encourages programs to enhance their curriculum by utilizing resources in the community. We do this by exposing children to real experiences in the community that correlate with the themes/units we are planning.

DCF requires that we have parent permission prior to taking children on field trips. This includes going for walks and/or going to parks near SJA. Parents are asked on the Enrollment Form if their child can go for walks and on field trips. You must make certain this box is checked yes.

DCF also requires that we notify the parent the following information about field trips:

- Date of the trip
- The location of the trip
- How the children are being transported
- The departure and return time

Once a field trip has taken place, the child's permission slip should be filed in the child's master file.

II. Procedure:

- A. No less than 2 staff are required per classroom on a field trip. Ratios must be maintained on field trips at all times. Whenever possible, invite parents and volunteers to help chaperone. This helps to ensure better supervision.
- B. While children are in water of a pool, wading pool, water attraction or beach, staff to-child ratios for childcare workers who can swim shall be.
 - For children under 3 years of age: 1:1
 - For children 3 years of age: 1:4
 - For children 4 and 5 years of age: 1:6
 - For children 6 years or older: 1:12
 - When a mixed age group of children are swimming, the staff-to-child ratio shall be adjusted based on the number of children in the water and each child's age.
 - If you are taking your children swimming, you need to be in the water with them at all times.
 - If some of the children are in the water and others are not, there shall be at least 2 child care workers supervising the children. One child care worker

shall supervise the children who are in the water, and the other child care worker shall supervise children who are not in the water.

- C. At St. Joseph Academy, infants, toddlers, and 2's, are only allowed to go for walks and to KK Park. Parents need to give written permission prior to children participating in these activities. Programs serving children age three or older may plan field trips. These trips must be included in our fiscal budget, as well as, be age appropriate for the children. Classrooms that have children that are required to have a rest period may not plan a trip that inhibits a child from being provided a nap.
- D. You are not allowed to collect any money for field trips. If parents are required to pay for the trip and or the chaperone fees, the billing office will add the charges to the parents tuition account. One week prior to the date of a trip, you will need to submit a Chaperone List to the Billing Office to ensure parents are charged appropriately.
- E. Before leaving the Center, you are to provide the Reception Staff with the following information:
- The name, address, and phone number to the venue.
 - The names of the children that are going on the field trip and the total number of children you are taking with you.
 - A cell phone number where you can be reached at all times while you are on the trip.

See additional guidelines in the Knowing the Whereabouts of the Children Policy.

- F. You need to make sure you have a cell phone, your Daily Attendance Sheet, your Emergency Bag, First Aid Supplies, your Classroom Emergency Binder, and your field trip permission slips.
- G. When boarding the bus, a teacher should get on the bus first. If your class is the first class on the bus, direct the children to the far end of the bus. Ensure that the children have enough space to sit (do not overcrowd the seats). Children must sit on their bottoms at all times. There should be no eating or drinking on the bus. If the bus has seat belts, the children must be belted. Never allow the bus to leave or depart until you have physically checked the bus from front to back to ensure all children have gotten off the bus. Next you need to complete a head count using your Attendance Roster to ensure you have all the children assigned to your care. Once you have verified that you have all the children assigned to your care, you can inform the driver to leave.

See the Knowing the Whereabouts of the Children Policy for additional procedures on Emergency Information, Lost Child Procedures, and the procedures for keeping track of the children in your care.

- H. It is always important that we conduct ourselves within the guidelines of our Core Values. On field trips we are there to ensure that the children in our care are having a safe educational experience. While on a field trip you are prohibited from the following:
- Leaving the children unattended.
 - Purchasing personal items like food and snacks, unless you are also buying for the children in your care.
 - Smoking.
 - Sleeping.
 - Drinking beverages that contain alcohol.

Approved by:


President/CEO

Date



