

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.
- Make 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. Be sure the field trip permission/release form includes the following: name of destination, address of destination, the date of the trip, time of departure and time of return, will children be eating while they are on the field trip, are any special supplies needed (i.e., bathing suit, sack lunch) and are there fees that may apply (i.e., lunch, admission).
- Make a field trip roster specific for the field trip that contains the name of each child who will be attending and has a signed permission release form along with space to record dates and times.

Transporting Safely

- To assure that each child is loaded and unloaded safely – children should be loaded on the van or bus one class at a time. After boarding, the teacher will check each child to assure children are seated in appropriate restraints and are secure. The teacher will sit near her children on the van. The next class will be loaded, etc.
- Before departure, the staff in charge will call the names on the field trip roster and records the time each child was loaded on the van. Upon arrival at the destination, children will depart the van one class at a time. Once everyone is off the van the staff in charge will call the names on the field trip roster, recording the time each child departed the van at the destination. It is important to re-check the vehicle to assure every child got off at the destination.
- The same steps described above will be followed when the van is boarded to return to the facility.
- After the final roll call, the staff in charge will sign the field trip roster verifying that the information on the field trip roster is accurate.
- Note: If a parent chooses to pick their child up and transport them home from the field trip destination, be sure to get them to “sign their child out” on the field trip roster indicating that they 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 each 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 assure everyone is accounted for throughout the day.
- Provide an adequate number of staff to assure that staff to child 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 their sight; i.e., young children should not be sent into restrooms alone.
- Providing matching T-shirts, wrist bands or nametags is a great way to identify your group.
- Sometimes a walking rope or holding hands can be used to keep young children in a group.

Staff Duties

- Be sure each staff is clear on their duties and responsibilities. Things to 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 any rescue medications (inhalers and EPI pens)?
- Who is responsible for calling the roll when children arrive and depart each location?
- Who has the identification information for each child in case an emergency comes up?
- What is the plan if a child becomes ill or lost?