

Field Trip Guidelines

For Parents and Volunteers

Thank you for volunteering to help with our field trip! Before we get started, we would like to explain your role during the field trip and review a few safety guidelines.

Our policy (and licensing regulations) require that we have a certain minimum number of adults supervising children on a field trip. Your role during the field trip is to be responsible for supervising a group of children. Your lead teacher will assign the children to your group. You will be responsible for attending to these children at all times.

At Child's Day, because we take the children's safety very seriously, we have established some guidelines for participating adults to help ensure field trips run as smoothly as possible.

Whenever a group of children leaves the center, it is very important that ALL accompanying adults adhere to the following safety measures:

- Because parents accompanying a class field trip are needed to perform a supervisory role, participation by siblings (including infants) cannot be permitted. A parent carrying an infant or toddler cannot adequately supervise other children in the group.
- Please be aware of and engaged with the children in your group. ALL cell phones should be turned off. An adult who is talking on the phone (or with another adult on the field trip) cannot adequately supervise children.
- It is very important that parent drivers be on time. Many field trips have time constraints and accidents happen when children are rushed.
- Parents who drive children to or from a field trip in their own vehicle must not make any stops between the center and the field trip venue, either coming or going.
- ALL children and parents/volunteers **MUST** remain with the group at all times.
- Please do not purchase anything on a field trip without first consulting the Lead Teacher. If you purchase a drink or gift shop item for your child, the other children will not understand and this will cause problems.
- Children age 4 and at least 48" tall do not need car seats.
- If your child will be using a car seat, please notify your lead teacher in advance to ensure enough drivers are available to transport all the children. Car seats must be installed **by the child's parent** at least 15 minutes prior to departure.
- Please leave personal belongings (e.g. purses) at home or in the van (or car) so you will have two hands free for the children. An alternative is to put all leaders' personal belongings in a backpack carried by one of the supervising adults.

Thank you for volunteering your time and talents to make this field trip an educational and exciting event for the children! If you have any questions, please ask your lead teacher.