

Intentional Planning of Field Trips

Policy

Arrowhead Head Start will ensure educational and meaningful field trip experiences for children.

Procedure

- Staff will plan and implement educational field trips for children that support program curriculum by:
 - Incorporating hands-on and exploratory learning.
 - Building learning experiences from children’s daily experiences, interests, cultures, and backgrounds.
 - Scaffolding learning experiences.
 - Ensuring experiences to meet all children’s developmental levels and needs.
- Staff will discuss the field trip with children before it occurs to help prepare children in regards to safety rules, behavior expectations, environment, and to begin exploring related materials, ideas, and predictions.
- Staff will discuss the field trip with children after it occurs to extend and scaffold learning experiences and assess outcomes.
- For field trips requiring bus services:
 - Preapproval from the Program Manager is required for any field trip that takes longer than one hour for transportation, one way.
 - A Request for Bus Service form must be sent to the Community Relations Manager (CRM) a minimum of three weeks prior to the scheduled field trip.
 - The CRM will notify pertinent Program Managers and staff with the request results.
- Staff must meet or exceed fieldtrip ratio requirements listed in the *Field Trip Safety* policy.
- Staff must ensure all safety rules are followed as outlined in the *Field Trip Safety* policy.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.21, 1304.22

Previous policy “Field Trips & Field Trip Safety” created into separate policies titled “Intentional Planning of Field Trips” and “Field Trip Safety”.

Approved by Policy Council on August 23, 2016.