

# **Eastford Readiness Council**

## **Field Trip Policy and Protocols**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Parents will be notified in advance and permission slips sent home. Parent approval is required prior to participation in any field trip.

- At least one adult chaperone per every four children will attend each field trip. The number of parent chaperones sometimes has to be limited due to limited seating on the bus or limitations of the destination.
- Parent chaperones are given a Chaperone Information Sheet prior to the trip as well as the cell phone number of the coordinating teacher(s).
- The teacher will carry a cell phone on the trip and leave the number in the office in case of emergencies.
- The teacher will carry permission slips for each child that contains emergency contact and medical information.
- The school nurse is notified of all field trips so that appropriate medical arrangements can be made in addition to carrying the first aid kit.
- If transportation problems occur, the school will be contacted, and the bus company will provide a new bus according to contract.
- Children ages 3 and under will ride in an approved child restraint seat. Parents/guardians may request child restraint seats for children older than age 3.
- Following the field trip, teachers will complete a Field Trip Evaluation form. An evaluation form will also be given to all parents.