



## San Diego Unified School District Early Childhood Education Programs

# Protocol for ECE Funded Field Trips with Bus Transportation 2016-2017

### PLAN

A Pre K plan must be established at the beginning of the school year and submitted with the administrative approval by September 30. There will be a limit of one trip per site during the school year. This is a valuable mainstreaming opportunity if you have a SEEC/ECSE collaboration! No field trip may be taken if you have not submitted a **complete** *Field Trip Request Form* and received approval, verified by signatures, from your site administrator, site nurse (SPK classes), ECE Program Manager, and ECE Business Manager. The *Field Trip Request Form* is submitted to the ECE department's e-mail, [earlychildhood@sandi.net](mailto:earlychildhood@sandi.net) according to the directions for submitting documents on the *Required Document Timeline*.

### EDUCATIONAL VALUE

Every trip must have educational value related to Preschool standards. Justification must be provided on the ECE Field Trip Plan, with full explanation of instructional Planning, teaching, and learning related to trip.

### BUS

ECE Programs will provide funding for buses to accommodate your entire site. A bus costs \$190.00. The bus seats 79 preschool children, 3 to a seat. Site funds (not ECE Program funds) may be used to add additional buses. There is a charge for boarding the bus late to and/or from your destination. The transportation department requires a minimum of three (3) weeks' notice for bus reservations. Otherwise, the cost of the bus will double. To maximize the bus space, at least 2 classrooms must be included on the trip if your site has more than one classroom.

### PERMISSION SLIPS

Signed permission slips, *Authorization for Student Participation One-Day or Seasonal Activity*, must be submitted by students to the teacher at least three days prior to the trip. The site administrator signs the field trip form **before** it's given to parents. No telephone permission is permitted in lieu of a signed permission slip.

### SUPERVISION/CHAPERONES

Every field trip must have a plan for adequate supervision of all students. An acceptable level of supervision is 1 adult for every 5 students. A 24 student classroom therefore requires at least 5 adult chaperones. Adult chaperones (not employed by SDUSD) must be approved using the district screening policy as a volunteer. They must complete a *School Volunteer Application*, provide results of a TB test, and be cleared as a Type B volunteer through the school volunteer coordinator. Chaperones must be given a list of expected responsibilities before agreeing to be a chaperone. Parents who are chaperones cannot be left alone with a group of children. Parents may not drop off or pick up their child/children from the destination. Children leave with their group and return to the site for release to the parent/guardian. No siblings from other classrooms or unenrolled students may

attend trips. Teenage siblings do not qualify as an adult chaperone. Remember, it's about safety. Start completing your chaperone volunteer apps NOW!!!

### **FIELD TRIP EXPENSE**

Early Childhood Education Program (ECE) funds are provided for the transportation of the trip. Additional staffing needed for AM/PM classes may also be requested from ECE funds. Admission fees **cannot** be collected from parents for a field trip. Site funds (not ECE Program funds) may be used for entrance fees, additional teacher or hourly assistants for full day classes.

### **NAME TAG/NECK TAG**

Every student must be provided with a neck tag and wear it for the entire trip. The tag must include: School Name, Teacher Name, School Phone Number and Student Name.

### **CLASS ROSTER/EMERGENCY NUMBERS/FIRST AID**

Every teacher must carry a class roster and emergency numbers for every student on the trip in case an emergency occurs with that child on the trip. All trips will be prescreened by the site nurse for SPK or ECE nurse for CDC in case a student in the room requires medication to be taken on the trip or medical care is to be provided on the trip. A first aid kit and appropriate rescue medications are to be taken on every field trip.

### **SPECIAL NEEDS**

All field trips request must be prescreen and signed by the site nurse (SPK classes) and ECE nurse (CDC classes) in case a student in the room requires medication to be taken on the trip or if medical care is to be provided on the trip. The teacher must take responsibility for students having previously identified behavioral issues during the trip. Students should not be encouraged to stay home.

### **PROHIBITED SDUSD FIELD TRIPS**

- 1) Trips that exclude anyone due to the cost of the entrance fee.
- 2) Attendance at a preview of a motion picture, play or other forms of commercial entertainment when the purpose is to promote advertising and future public attendance.
- 3) Field trips to amusement parks (e.g., Disneyland, Knott's Berry Farm, LEGOLAND, and Magic Mountain) unless such field trip are specifically planned to contribute to the educational program.
- 4) Field trips that are primarily recreational or social in nature.



## San Diego Unified School District Early Childhood Education Programs

# Field Trip Planning Timeline 2016-2017

### **By September 30th:**

Plan your preschool field trips with your team and submit plan according to the instructions for submitting documentation on the Required Documentation Timeline. You may provide this timeline to your site's transportation liaison. Ensure you are included on the site's bus evacuation drill. Check your school master calendar and the ECE Professional Development Calendar to avoid conflicts.

### **Immediately upon receiving central office approval:**

1. Once dates are "firm", give your site office staff your approved Field Trip Request Form with the budget number.
2. The office staff will book, the site administrator approves, and the office staff confirms with you.
3. Notify cafeteria of any lunch changes for field trip date within 10 days (2 weeks).
4. Check in with site nurse (SPK) or ECE nurse (CDC) regarding plans for any students with medical issues.
5. Develop a plan for the "wandering" child.
6. Ensure that a bus evacuation drill provided by the district has been scheduled and that your children have participated before taking the field trip.

### **3 Days before the trip:**

Turn in all paperwork to your site administrator. This includes signed student permission slips AND parent consent forms for parents accompanying you.

#### *PLEASE NOTE:*

*Students cannot stay back from the trip. Please use your daily contact with parents to obtain all necessary signatures **on the Day of the trip:***

- Take class roster and emergency numbers
- First Aid Kit
- Any medication needed for the children including rescue medication

Check in with office before leaving

**Have FUN!!!!**



**San Diego Unified School District**  
**Early Childhood Education Programs**

**Field Trip with Bus Transportation Request Form**

Teacher: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Site & Room #: \_\_\_\_\_ Teacher's e-mail: \_\_\_\_\_

Classroom Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\_\_\_\_ AM    \_\_\_\_ PM    \_\_\_\_ Full Day

Day and Date of Field Trip: \_\_\_\_\_

Destination Name: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Duration of Trip: (Leave Time): \_\_\_\_\_ (Return Time): \_\_\_\_\_

# of Children: \_\_\_\_\_ # of Staff: \_\_\_\_\_ # of Parents: \_\_\_\_\_

Number of buses needed: \_\_\_\_\_ Cost of bus: \_\_\_\_\_

Additional staff needed:  
Substitute Teacher/CDCA: \_\_\_\_\_

Hourly CDCA (# of hours): \_\_\_\_\_

Extra time for existing staff (# of hours): \_\_\_\_\_

Approval of Site Funds for additional staff (full day classes): \_\_\_\_\_

Children with Health Concerns:

Name of Child: \_\_\_\_\_ Concern: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Concern: \_\_\_\_\_

Plan(s) for any "Wandering" Children:

