

FIELD TRIP POLICY

Objectives:

*** To provide an enriched learning experience outside the classroom that reinforce concepts and content being taught within the curriculum*

*** To incorporate real-world learning; broaden children's access to, and understanding of, their community; explore local, historical, and cultural points of interest*

*** To appropriately involve family members in the children's learning*

*** To ensure the safety of the children, teachers, family members, and chaperones*

General guidelines for field trip drivers:

Thank you for volunteering to join us on our field trip. We appreciate the gift of your time and being an extra set of eyes and hands.

Field trips are real-world extensions of what we're learning in class. In order for it to be an enjoyable experience as well as an enriched learning opportunity, please note the following:

*** some field trips may not be suitable for younger siblings, may be physically challenging, or may include visual or auditory stimulation. If you have any questions, please clarify with your Teacher beforehand.*

*** while on a school-sponsored field trip, School policies and rules apply. Adults and children are expected to represent Discovery School in the community as considerate, respectful guests, and to adhere to Discovery School's expectations for behavior, courtesy, and safety.*

*** be clear about what your Teacher expects from you; (i.e. help keep the whole group together; be responsible for a specific group; assist the children with a specific task)*

*** this is a unique learning opportunity – even while driving! Please **no videos or video games** while enroute. Rather, encourage the children to think about what they think they will see, recall details from the trip, or discuss their favorite part, etc.*

*** do not purchase or provide a special treat, snack, or souvenir unless you do so for the entire group and have the Teacher's prior approval*

*** stay with your group for the duration of the field trip. If you and your child see something you'd like to do by yourselves, you can stay after or come back another time.*

*** **Special Note:** Please take advantage of this precious opportunity for one-on-one time with your child, to partner in their learning, and to explore the community through their eyes. Taking personal phone calls, chatting with other families rather than being fully present with your child, or having to deal with a sibling who requires a great deal of your attention, takes away from this special time.*

Car Seat requirements: *This policy applies regardless of family practice*

Any child who does not meet all of the following criteria will be placed in a car seat: > 5 yrs > 40 lbs > 36"

All children including 4 year olds: must be placed in a car seat with a 5 point harness. Once a child is 5 years old, over 40 lbs. and taller than 36", they can be placed in a booster seat.

Kindergarten and First Grade: if they do not yet meet the height, weight **and** age requirement, must be in a car seat. If a child exceeds **all** of the listed requirements, they may be in a booster seat. If a family provides their own car or booster seat it must meet the above criteria.

The School has a few extra car/booster seats. In the case of an emergency, or if a family fails to leave one for their child, the family will be contacted for permission to install the School seat in another family's vehicle.

Field Trip Expectations:

Discovery School will provide:

- ** the admission costs for all students, Teachers, and those chaperones transporting children other than their own
- ** a Field Trip Notice / Sign Up sheet that will include:
 - destination
 - date
 - admission cost for adults or siblings; parking fees
 - time departing; time returning
 - who is returning to school
 - who will drive their own child or will meet at the site
 - who will not be attending and gives permission for their child to ride in another family's car seat or will provide and install their own seat in another family's car
 - if applicable, who is willing to transport a Teacher
 - if applicable, the number of drivers/chaperones needed, and how many students they can transport
- ** a copy of each child's emergency information and contacts for the Teachers
- ** a folder for each driver transporting a child other than their own that includes an emergency form for each child in their vehicle; simple first aid supplies, and important phone numbers
- ** cell phone numbers for the Teacher or other drivers
- ** one First Aid kit per class group
- ** Discovery School field trip t-shirts or tags for each student that list the School name and phone number

Each family will:

- ** have their child wear a Discovery School t-shirt or borrow a field trip shirt from the School
- ** if caravanning from School, arrive in time to depart with other families
- ** if meeting at the field trip, arrive on time so the rest of the group doesn't have to wait
- ** notify the Teacher or the Office if they are running late or will not be able to attend the field trip
- ** adhere to all Discovery School, classroom, and venue policies

Each driver transporting a child other than their own will:

- ** submit a TDFPS background check at least 2 weeks prior
- ** provide a copy of their current valid driver's license and liability insurance to be kept on file in the office
- ** provide access to their vehicle as early as possible so that other parents can install their child's car seat
- ** provide the Teacher with their cell phone number
- ** be given a field trip folder that includes an emergency form for each child in their vehicle; simple first aid supplies, Emergency phone numbers
- ** any admission fees will be covered by the School