

FIELD TRIPS

Field trips are an important part of our curriculum. Classrooms are encouraged to invite special community guests. Classrooms sometimes can explore their community by taking neighborhood based excursions such as visiting the library, fire station, post office, supermarkets, participating in school assemblies, or taking walks around the neighborhood, etc. Field trips should not be planned if they knowingly will result in the exclusion of children or families

All field trips must be pre-approved by your site Supervisor. All requests for field trips, those requiring purchase orders to cover costs and those that do not, must be submitted at least 4 weeks prior to the trip.

Neither parents nor staff may transport children other than their own in a privately owned vehicle. All parents participating as volunteers on an off-site field trip must complete a **Washington State Patrol background check and a Disclosure Statement.** Parents who have not been cleared cannot participate in field trips. Parents and/or volunteers should never be left alone with any child other than their own at any time.

STEPS TO FOLLOW WHEN PLANNING A FIELD TRIP:

1. Contact the location you wish to visit and obtain all necessary information. Cost, supervisory requirements, dates available
2. Submit a field trip planning form to your site supervisor at least 4 weeks prior to the trip.
3. Notify parents and distribute permission slips. It is ideal that permission slips be received at least two weeks prior to date of excursion. Make arrangements for transportation, if necessary. Check with your site supervisor for options.
4. Ask for parent volunteers
5. Volunteers need to have cleared WATCH (Background Check) two (2) weeks in advance.