

OESD 114 Early Learning Department Walking Experience Planning and Approval Form

Site Name:

Date Submitted:

Complete this form when planning a walk off the immediate site and around the grounds of the center. This is to be completed in entirety and must be given to the Site Supervisor for approval, *at least 4 weeks before the outing*. Final approval will be given by the Program Manager. Prior approval for all off-site experiences is required. All children must be included.

Primary Objective for The Trip/Event		
<p>Connection to Child/Family/Community/Curriculum: How does this trip contribute to and support the curriculum, classroom experiences, child/school readiness goals, and parent-child relationship? Does this trip increase families' access to community resources and partnerships?</p> <p>What will the children see and do?</p>	Walking Experiences	
	Playground Experiences	
Active Supervision Plan		
<p>Scan and Count: How will I always maintain a count of all children?</p>		
<p>Engage and Redirect: How will I keep the children engaged?</p> <p>Additional Considerations for Children Who Need Behavioral/Emotional Support:</p>		
<p>Environment: How will I ensure the space we are visiting is safe for the children?</p>		
<p>Position: How will I maintain zoning while on the trip?</p>		

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Health and Safety Needs

<p>Plan for Children with Health Care Needs:</p> <ul style="list-style-type: none"> • Who is going to carry the Emergency Backpack? (Ensure copies of Health Alerts, Pick-up Alerts, and Emergency Care forms are up to date) • Children with medication at school must remain with the medication trained OESD staff who has the Emergency First Aid Backpack with medication. <ul style="list-style-type: none"> ○ Groups with children with health care needs or medication have a reduced ratio (3:1) • If a parent/guardian is attending, the child may be with their parent/guardian who will provide for and carry their own child's health care needs and medication 	
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Teacher: _____
Site Supervisor: _____
Program Manager: _____

Date: _____
Date: _____
Date: _____

Day of the Walking Experience Reminders

Things to do before you go:

- Inform team of the following:
 - list of children who are attending the walking experience.
 - where the group is going.
 - the anticipated return time.
 - the contact cell phone number.
- If applicable, place a note on the classroom door sharing where you are, the approximate return time, also list an emergency cell phone number(s).
- Call/text the Site Supervisor and share the number of adults attending, the number of children attending, and the departure time

Items to take with you on the walking experience:

- Emergency First Aid Backpack with the following items:
 - Emergency Care Forms
 - Copy of permission slips.
 - Copy of this form.
 - Classroom Accommodation Plans and Health Alert forms, as applicable
 - Rescue medications, if applicable, along with all medication paperwork
 - Any needed toileting/diapering supplies
- Classroom Cell phone

Things to do when you get back:

- Wash hands upon return
- Return emergency backpack and any rescue medications to appropriate locations.
- Call or text Site Supervisor upon return (when there is an appropriate time to step away)