

## **Everett Public Schools ECEAP Field Trip Policy for Staff**

### **Guidelines for ECEAP staff:**

#### **For all field trips:**

- All volunteers must be approved through the district. To be approved, the volunteer must complete and turn in the Volunteer Application and Disclosure Statement form. Online submission of applications is preferred by the district. Processing can take up to two weeks, so planning ahead is critical.
- All volunteers must receive volunteer training with Family Support Specialist.
- Family Support Specialist will check all volunteers' clearance status through the list in Outlook Public Folders. If there are questions about a volunteer's status, FSS should connect with Sue Perry in the Volunteer Office at x4085.
- Family Support Specialists track volunteer clearance using Volunteer Tracking spreadsheet and provide required volunteer training, including CPS Reporting. After training, FSS send copy of required forms to Snohomish County ECEAP.
- Teachers - create a sign-up sheet for volunteers interested in attending the field trip. Ensure you have proper ratios.
- All adult (21 years and older) field trip supervisors must submit an Adult Supervisor Informed Consent Notice.
- No school-age siblings may attend any ECEAP fieldtrips.

***The following field trips are all pre-approved destinations. Any other field trips need to be approved on a case by case basis with the ECEAP Program Coordinator and Program Director. Please note that the purpose of all field trips is to enhance learning that has already happened in the classroom. Follow up after the field trip is also expected to extend learning.***

#### **For the pumpkin patch:**

- As the first field trip of the year, this one has stricter guidelines and higher needs.
- The ratio of children to adults should be 1:2.
- All volunteers will need to ride the bus with their ECEAP child. Parents may not drive themselves.
- No siblings may attend.

#### **For the aquarium:**

- The ratio of children to adults should be 1:2.
- If enough volunteers are signed up to ride the bus, additional parents may choose to drive themselves to the aquarium. They will need to find and pay for their own parking.
- Younger siblings may attend this field trip. Parents will need to drive themselves and the siblings. If they do not arrive in time to enter with ECEAP group, they will need to pay their own and the siblings' admission.

#### **For the zoo:**

- The ratio of children to adults should be 1:2.
- If enough volunteers are signed up to ride the bus, additional parents may choose to drive themselves to the zoo. They will need to find and pay for their own parking.
- Younger siblings may attend this field trip. Parents bringing younger siblings will need to drive themselves.
- Parents driving themselves will need to pay for their own and any siblings admission to the zoo. Coupons can be printed online.

**For the play, if applicable:**

- The ratio of children to adults does not need to be 1:2. Choose a ratio that you feel will work for the children at your site.
- All volunteers will need to ride the bus with their ECEAP child. Parents may not drive themselves.
- No siblings may attend.

**Staff Attendance**

- Education staff, including instructors, 173-day paraeducators and 147-day paraeducators are required to attend field trips with students and volunteers, including riding the bus.
- Family Support Specialists are not required to attend ECEAP field trips if enough volunteer coverage is available.
- If volunteer numbers are low and the instructor feels they need additional support from FSS or others, the instructors will talk with Monica/Chad about their concerns. This conversation should occur at least the day before the field trip. Monica/Chad may ask FSS to attend field trip or make other arrangements for additional support.
- If volunteer numbers are adequate and FSS would like to attend field trip, FSS will email Monica and Chad to request approval to attend the field trip.

**All staff will review the following field trip information provided in *Parent Handbook*.**

*Typical ECEAP field trips:*

- Pumpkin Patch
- Seattle Aquarium
- Woodland Park Zoo
- Children's Theatre Play (if funding available)

*The purpose of ECEAP field trips is to:*

- Enhance children's learning through educational interaction.
- Allow parents and children a special opportunity to experience the zoo, aquarium, etc. together.

*We encourage parents to volunteer for field trips. Please remember that the focus of this trip is your preschooler. Therefore, the following common questions are answered below in order to ensure that field trips are a memorable and enjoyable experience for you, your preschooler and the ECEAP staff.*

*How do I volunteer for field trips?*

- All parent volunteers need to be approved through the district by completing the volunteer application.
- The ECEAP teachers will create a sign-up sheet for volunteers to attend the field trips. They may decide how many volunteers are needed and if extras may attend.

*Who can go on ECEAP field trips?*

- We welcome approved parents or guardians to volunteer for ECEAP field trips.
- In general, we need 1 parent for every 2-3 children.
- For some field trips, parents may be able to bring younger siblings. This will depend on the location of the field trip.
- School-age children are not allowed to attend ECEAP fieldtrips. They should be in school during these field trips.

*What about transportation?*

- Parent volunteers are needed on the bus with the ECEAP students and staff. It is important to have chaperones on the bus as well as at the location of the field trip.
- For certain field trips, if enough volunteers are already riding the bus, parents may be able to transport themselves and younger siblings.
- Younger siblings are not allowed to ride the ECEAP school bus, per district policy.
- Parents transporting themselves, with or without younger siblings, may need to pay their own admission, depending on the field trip.

# Everett Public Schools ECEAP Field Trip Checklist

Field trip location: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number for destination: \_\_\_\_\_

Timeline	Checklist	AM Class	PM Class
30 school days prior	Field Trip Request and student & adult permission forms to Jodi for Chad's signature Alert the HRA to review special medication or health needs	Date sent: Date returned:  Date notified HRA:	
3-4 weeks prior to field trip	Submit curriculum plans which support/connect learning prior to field trip	Date emailed to Monica and Bev:	
15 school days prior	Field trip information (date sent home)	Newsletter: Permission slips sent home: Reminder notice sent: Interpreter requests sent:	
10 school days prior	<b>Volunteers – Collaborate with FSS</b> <i>Applications:</i> Volunteer applications in 2 weeks before Make sure volunteers are approved & trained (check with FS) <i>Volunteer Permission Forms:</i> Original forms go on trip Make a copy for office manager at school		
10 school days prior	<b>Field trip permission forms</b> Original forms go on trip Make a copy for office manager at school Upon return to school, give originals to office manager; take copies for your records.	List children - check when form returned	List children - check when form returned.
10 school days prior	Notify school kitchen manager of upcoming field trip		

**See reverse for more instructions**

ECEAP phone #:  
Elementary school phone #:  
Transportation phone #: 425-385-4144

**EMERGENCY PHONE #'s:**  
Chad Golden: 425-385-4089  
Jodi Madison: 425-385-4068

## Everett Public Schools ECEAP Field Trip Checklist

5 school days prior	Provide HRA with all participant medical information obtained from the Informed Consent Notice (permission form). Arrange time to review any special medical or personal health care needs with HRA before field trip. Email Jodi re: field trip phone.		
2 school days prior	Send numbers to kitchen for sack lunches Locate field trip vests		
1 school day prior	<b>Transportation</b> Email Transportation the day before. Remind them mid-day transportation will not be needed the day of the field trip.		
	Finalize # of meals ordered (Lunch Order Form) Make sure field trip cell phone is charged		
	<b>Name tags</b>		
	<b>Student sign-in/out sheets</b> , clipboards & pens		
	<b>Volunteer assignments &amp; responsibilities:</b> Review safety & standards with students & parents Volunteer sign-in		
	<b>Bring:</b> <ul style="list-style-type: none"> <li>• first aid kit</li> <li>• medications</li> <li>• field trip cell phone</li> <li>• field trip vests</li> <li>• change of clothes</li> </ul>		
	<b>After the trip</b> Bus evaluation sent to transportation Thank you note(s)		

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