

Everett Public Schools ECEAP Field Trip Policy for Staff

Guidelines for ECEAP staff:

For All Fieldtrips:

- All volunteers must be approved through the district. They must complete and turn in the volunteer application. Applications may be submitted online.
- All volunteers must receive volunteer training with Family Support Specialist.
- Family Support Specialists track volunteer clearance and provide required volunteer training, including CPS Reporting. After training FSS send copy of required forms to Snohomish County ECEAP.
- Currently the district is in transition on who manages the volunteer list. Once transition is complete, new directions will be available on how to check for approved volunteer status.
- Teachers - create a sign-up sheet for volunteers interested in attending the fieldtrip. Ensure you have proper ratios.
- No school-age siblings may attend any ECEAP fieldtrips.

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 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.

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 fieldtrip. 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 fieldtrip. 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.

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 & 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
- Children's Theatre Play (if funding)
- Seattle Aquarium
- Woodland Park Zoo

The purpose of ECEAP fieldtrips 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 fieldtrips. Please remember that the focus of this trip is your preschooler.

Therefore the following common questions are answered below in order to ensure that fieldtrips are a memorable and enjoyable experience for you, your preschooler and the ECEAP staff.

How do I volunteer for fieldtrips?

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

Who can go on ECEAP fieldtrips?

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

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 place of the fieldtrip.
- For certain fieldtrips, 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 fieldtrip.