

FIELD TRIP INFORMATION

Field trips are an important component of the preschool program. Off-site excursions enhance the quality of the program by exposing the children to new things and locations. Some of our trips are supervised only by the preschool staff while others require the assistance of parent helpers. When attending a field trip as a parent volunteer, please keep in mind that your role is to assist with the supervision and safety of all the students, not just your own. You will only be allowed to join the trip if you have been chosen as a parent volunteer for that trip. If you are asked to assist with a field trip, please keep the following in mind:

1. The teachers are counting on **you**. Please arrive promptly and plan your schedule so you are available to help for the entire trip.
2. Please do not bring siblings on the trip. Your attention needs to be focused on supervising the preschool participants. You are responsible for all the children in your group and not just your own child.
3. The teachers will give you direction on your duties for that day. Please keep the teachers informed if you have any questions or problems.
4. Never leave the children unattended. If you need to take a child to the restroom, please inform one of the staff or other parent volunteers so they know where you are at all times.
5. Limit socializing with other parents and staff. Your attention should be on all the children in your group to ensure proper supervision.
6. When walking to and from a destination, there should always be an adult at the front and rear of the line. Additional staff/volunteers should space themselves out throughout the line. Children should be paired up with a buddy.
7. Regular head counts should occur throughout the duration of the field trip. Count the children prior to departing school, once arriving at your destination, every 1-2 hours during your trip, once departing the trip location, and once arriving back at school.
8. Have fun on the trip! The field trips are usually enjoyable and provide fond memories for our parent helpers. Thank you for volunteering to help—we appreciate our parent helpers!