

PROMISE CHILD DEVELOPMENT CENTER

SAFETY PROCEDURES ON FIELD TRIPS

1. Notify parents 48 hours before field trip. POST NOTICE ON FRONT DOOR OR FRONT COUNTER.
2. Signed permission slips to transport their children to the destination.
3. Give parents information of the time we will be leaving the school and the time we are expected to arrive back at the school.
4. Staff will carry their clip board with the emergency information for each child and a classroom list of all children attending the field trip.
5. First Aid kit will be taken on each field trip.
6. Each child will have a bright colored t-shirt with the schools name, address, and phone number on it. Each staff member will have a bright colored t-shirt on as well.
7. Staff will take attendance when we leave the building; when we get on the van, when we get to the destination, during the field trip, when we get back on the van. When we arrive back at the school we will take attendance again and the Director or Assistant Director will walk through the van.
8. Each staff person will have their CPR/First Aid certification, carry a cell phone, and the transportation will stay at the destination with the children during their field trip.
9. We will have an extra staff person attend all field trips to assist any children that have to go to the bathroom or need any personal care.

Halston Waishes

PCDC Director