

# COVENANT CHILD CARE

## Field Trip Policy

The purpose of this policy is to provide guidelines for the safety of students, teachers and chaperones on field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity. This policy also provides guidelines for acceptable behavior for students and chaperones.

Students, ages 3 years – 12 years of age are provided with the opportunity to attend local, non-overnight, field trips a few times a year.

### Field Trip Fees and Permissions

All field trip fees are due on a designated date prior to the field trip as specified in the permission slip. In the event a student has not, by the designated date, remitted payment for fees and permission associated with a field trip, the student will not be allowed to attend the field trip. The student will remain at the School and appropriate school work or activities will be assigned.

### Transportation

Transportation for trips will be provided by the childcare center in accordance with the center Transportation Policy. Covenant Child Care may make arrangements to hire other available commercial vehicles for field trips if necessary.

### Parent Responsibilities

It is the parent's responsibility to provide a car seat for the child for the fieldtrip. Covenant reserves the right to not take a child if it is determined that the child requires a car seat and one is not provided.

### Parent Chaperones

Requests for parent chaperones may be made for the field trip. Parents will indicate their willingness to chaperone on their child's field trip permission form. Parents will be notified if they have been selected as field trip chaperone. Parents may transport only their children in their personal automobile.

Parents not selected to chaperone may not attend the field trip with their child unless they have requested in advance, and received, written permission from the director to attend.

### Parent Chaperone Guidelines

- Each chaperone is responsible for abiding by the following guidelines:
- Siblings may not attend any field trip.
- Do not talk on a cell phone for an extended conversation anytime the chaperone is responsible for students on the trip, except as required for student health, safety, welfare, or to get the students to and from the destination.
- Do not provide snacks to any student.
- Know where the students assigned to your group are at all times.
- Do not leave your group unattended at any time during the field trip.
- Ensure your group maintains behavior standards consistent with Covenant Child Care expectations.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher or administrator in charge.

Student Expectations

Students are expected to display respect for others, self-restraint, and good manners on all field trips just as they are at Covenant Child Care. Disrespectful, insubordinate, or unsafe behavior on a field trip is unacceptable and may result in exclusion from activities in addition to disciplinary action at school. In extreme cases, parents will be contacted and asked to arrange for their child to be picked up immediately.

Behavior History

- A student is ineligible to attend field trips if there are serious behavior or safety concerns, included but not limited to: failure to follow directions; inability to stay close to a chaperone; or a tendency to wander; demonstrated at any off-campus, school-campus event or a prior field trip.
- Behavior that interferes with the learning of other students, or jeopardizes the safety of students or staff, then the student may be declared ineligible to attend field trips. In extreme cases, parents may be asked to arrange for the student’s immediate transportation home.

Mandatory Parent Meetings

If a meeting is scheduled, and parents do not attend mandatory informational meeting(s) prior to the trip, the student may be excluded from the trip or excluded from registering for the trip.

INJURY/ILLNESS

Covenant’s current Illness/Emergency policies apply at off campus field trips the same as at the childcare center.

PARENT ACKNOWLEDGMENT

I, \_\_\_\_\_ the parent/guardian of  
(student) \_\_\_\_\_ DOB: \_\_\_\_\_

Acknowledge receipt of Covenant Child Care’s Field Trip Policy, and I agree to abide by the rules set forth should my child be allowed to attend a field trip.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Representative

\_\_\_\_\_  
Date

ADOPTED 11.1.2020