

Tri-County Community Council, Inc.  
Early Head Start/Head Start

**Part: 1302 Program Operations**  
**Subpart: C-Education and Child Development Program Services**  
**Section: 1302.32 Curricula**  
**Subject: Fieldtrip Preparation**

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**Policy:**

The Teacher will have all necessary supplies, documentation, and other materials available to ensure children's safety and care while participating in field trips.

**Procedure:**

1. The day prior to the scheduled field trip, the Center Director will call the field trip site to confirm the planned trip.
2. The day prior to the scheduled field trip, the teacher will assemble a field trip folder of materials. The folder must include the following items.
  - a. Emergency contact information for each child.
  - b. A copy of classroom allergy reports.
  - c. A copy of all children's medical treatment in case of illness or injury.
  - d. Payment needed.
  - e. First-aid kit
  - f. USDA meal roster
3. The teacher or designated person will make sure the transport vehicle contains a first-aid kit.
4. All children will wear Head Start/Early Head Start t-shirts.
5. The Program will temporarily discontinue field trips for the health and safety of the children and staff. (Applicable during a Pandemic or other catastrophic emergency only).