

Administrative Advisory

Trips for Children in NYC Early Care & Education Settings



**NYC Administration for Children's Services
Division of Child Care and Head Start
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New York, NY 10038**

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TABLE OF CONTENTS

INTRODUCTION 3

GENERAL GUIDELINES 4

- **Adult/Child Ratios**

TRIP COORDINATOR’S ACTIVITIES CHECKLISTS 4

- **Advance Planning**
- **On the Trip**
- **Evaluation**

SWIMMING 6

TRANSPORTATION 7

- **Infant & Toddler Considerations**

EMERGENCY PLANS 8

- **Lost Child**
 - **Going to or coming from the field trip**
 - **At the field trip location**
- **Bus Emergencies**

FIRST AID 9

ADDITIONAL CONSIDERATIONS 9

- **Fees**
- **Meals and Snacks**

FOOD & NUTRITION AND FOOD SERVICE GUIDELINES 10

COMMUNITY TRIPS 14

TRIP COORDINATOR INFORMATION SHEET 16

Introduction

The New York City Administration for Children's Services (ACS) encourages programs to provide opportunities to enrich and expand children's experiences through developmentally appropriate neighborhood walks and field trips. All trips require written parental consent and should be planned to ensure the health, safety and adequate supervision of all children at all times. Each program is advised to develop and implement an official trip policy and lost child protocol in writing and make available to all staff and parents. The following guidelines are intended to help center-based Child Care and Head Start programs in developing and implementing their trip policies and Lost Child Protocol. These policies will be reviewed by ACS as part of the monitoring process.

For the purpose of these guidelines, a field trip constitutes any off-site activity that is not a part of the daily schedule of the Child Care and Head Start program and which occurs away from the general premises of the program's licensed facility and beyond reasonable walking distance. In order to meet the requirement that the trip not be a part of the regular daily schedule, the trip must be an occasional activity that does not represent a regular, ongoing service or program. An example of this would be a trip to the Zoo as part of a curriculum unit on farm animals.

The program's trip policy is a critical part of both center staff and parent orientation. A copy of the program's policy should be given to all parents and staff members at the beginning of each school year. It should be discussed during the admissions interview in the parents' native language, and signed jointly by the parent and the program director or designee.

GENERAL GUIDELINES

Adult/Child Ratios

Adequate adult supervision is required on all neighborhood walks and field trips. Adults are expected to actively supervise children at all times. Children are never to be left alone or sent ahead of the group for any reason. Both ACS and the New York State Office of Children and Family Services recommend that “volunteers and extra staff may be beneficial to have on-hand in case of emergencies (sicknesses, accidents, injuries, etc.) and to assist staff in assuring ratio is continually met during bathroom breaks, lunch breaks, group activities, etc., that can occur during an out-of-center visit.” (OCFS Policy Statement 97-10 Updated July 17, 2008). §47.23(f) of the NYC Health Code requires the following staff/child ratios.

<u>AGE OF CHILDREN</u>	<u>STAFF/CHILD RATIO</u>	<u>MAXIMUM GROUP SIZE</u>
<u>under 12 months</u>	<u>1:4 or 1:3</u>	<u>8 per room/area</u>
<u>12 to 24 months</u>	<u>1:5</u>	<u>10</u>
<u>2 years to under 3</u>	<u>1:6</u>	<u>12</u>
<u>3 years to under 4</u>	<u>1:10</u>	<u>15</u>
<u>4 years to under 5</u>	<u>1:12</u>	<u>20</u>
<u>5 years to under 6</u>	<u>1:15</u>	<u>25</u>

In addition to the ratio mandated by the NYC Health Code, ACS strongly recommends the following minimum adult/child ratios for trips:

- Age 2- 1 adult per two children
- Age 3- 1 adult per three children
- Age 4- 1 adult per four children
- Age 5- 1 adult per four children

FIELD TRIP COORDINATOR

The center director should designate a trip coordinator to be in charge of each field trip. The field trip coordinator is responsible for the development of all (I) advance planning, (II) on-the-trip activities and (III) coordinating an evaluation of each trip.

I. Advance Planning Checklist

- Contact the projected field trip site to find out if there are special events scheduled throughout the day. Obtain a copy of the schedule.
 - a. Make a pre-field trip site visit
 - b. Prepare a field trip schedule for the day
- Determine the transportation needed for the field trip; ACS does **not** recommend subway trips for infants, toddlers, or preschool children.
- Contact the Central Insurance Office (CIO); CIO must be notified at least ten days in advance of the field trip. Programs may call (212) 788-4987.

- Prepare and distribute written notices for parents including field trip schedule and an outline of the details for each trip including:
 - a. the mode of transportation
 - b. destination and duration of travel time
 - c. time of departure and return
 - d. appropriate attire
 - e. identify any aquatic activities if applicable
 - f. reminder to the parent that emergency medical consent is already on file with the program.
- Distribute and collect permission slips for each child.
 - a. signed by parent/guardian
 - b. include a place to indicate an emergency telephone number(s)
 - c. permission for any aquatic activities if applicable.
- Prepare 3 sets of copies of the signed permission slips:
 - a. One set of copies for the Child Care or Head Start center's office.
 - b. If bus transportation is arranged, one set of copies for the operator per §47.65(f) of the NYC Health Code.
 - c. One set of copies to bring on the trip.
- Encourage parents to volunteer
 - a. When parents or other volunteer chaperones are used, a very clear written statement of expected behavior and responsibilities for chaperones must be developed, distributed and discussed before the field trip.
- Make arrangements for food service (please see Food & Nutrition and Food Service Guidelines, p.11-15)
 - a. If possible, one or more adults, preferably with no responsibility for children, should carry the food and supplies.
- Plan to take individual medium plastic trash bags for each child's change of clothing, if needed
- Prepare the children for each field trip by reviewing and rehearsing safety precautions, behavioral expectations, and emergency procedures (please see Emergency Plans, p.6-7).
 - a. Staff should discuss and practice emergency plans with the children and adult volunteers
- Check first aid kits and add plastic bags for children who might get bus sick (please see First Aid, p.7-8)
 - a. A designated staff person from each group must be assigned the responsibility of maintaining and carrying the first aid kit on each field trip.
- Assign specific responsibilities to each staff person and adult volunteer
 - a. Staff should decide how children will be grouped with adults. Children and adults should know who is assigned to them and adult chaperones must have lists of the children with the telephone number of the center on the list. A place for regrouping must be identified at each field trip site.
- Agree on the hours of work for the day, what overtime will be necessary, and how overtime will be credited and used
- Make arrangement for funds to pay for children who are unable to pay, if necessary
- Determine who will be responsible for any child with particular behavior problems or special needs
- Prepare name tags for all children and adults going on the trip including center's name, address and telephone number

- a. Staff should prepare identification tags for all children, which include the name and phone number of the center. Caution should be used in placing children's names on tags as this may result in alerting strangers to the individual child's name. It is recommended that name tags be worn inside shirts or tops. In addition, wearing T-shirts with the center logo, name and address is one of the best ways to ensure that all children can be easily identified.

II. On-the-Trip Checklist

The Day of the Field Trip

- Make a list with an accurate count of all children in attendance; take a copy with you and leave a copy in the program's office.
- Complete "Field Trip Coordinator Information Sheet" (See Sample on p.12-13); take a copy with you and leave a copy in the office.
- Recheck that all forms, (including trip and medical consents), funds and admission tickets, etc. are in an envelope prepared for the trip before you leave the center. (Take extra change for emergency phone calls.)
- Leave a copy of all trip and medical consents including emergency contact numbers in the program's office.
- Inspect each child in order to be sure that there are no sick children.
- Assign chaperones and review responsibilities.
- Assign buddies and review responsibilities.
- Be sure to take all supplies that will be needed (first aid kits, food, money, records, attendance sheets/books, emergency contact numbers, balls, games, whistles, etc.)
- Decide on check points to count children.
 - a. Creating check points and stopping frequently to count children is recommended to further ensure safety and constant supervision of all children at all times.
- Whenever possible, adults who are responsible for carrying items should not have the responsibility of children also.

At the Field Trip Location

- Count the number of children.
- Locate the bathrooms, eating areas, meeting areas, etc.
- Clarify the rules for the day:
 - a. where children and adults can go and cannot go
 - b. what children and adults can do and cannot do
 - c. where the group will meet and when
- When leaving the field trip site, be sure to count the children.

Upon Return to the Center after the Field Trip

- Count the number of children. Document their dismissal in the center's log.

III. Evaluation Checklist

- Evaluate the value of the field trip in writing. Be sure to include input from the other adults.
- List highlights and significant features of the field trip for next time, e.g. appropriate activities, location of bathrooms, first aid station, telephones, lunch facilities, etc.

SWIMMING

If swimming or travel to an off-site swimming facility is included in the field trip, extra precaution must be taken and be in accordance with §47.57 (i) of the NYC Health Code. Written approval of the NYC Department of Health and Mental Hygiene is required prior to offering any swimming or other aquatic activities. .

- 1) Prior approval for swimming by the parent is necessary.
- 2) Children under 3 years of age are prohibited from participating in all swimming and aquatic activities.
- 3) The Central Insurance Office must be notified at least ten days in advance. Programs may call for any clarification needed.
- 4) All swimming facilities used by children must comply with Article 165 of the DOMHH Health Code and have a certified water safety lifeguard present.
- 5) Staff must be prepared to go into the water with the children.
- 6) At least one staff member certified in infant, child or pediatric CPR shall be present during all swimming and aquatic activities.
- 7) A buddy system and on-going supervision by alert adults are always required.
- 8) A swimming area in which it is safe for children to swim should be identified. It should be one that can be easily supervised.
- 9) Do not allow children to remain in the water for long periods of time.
- 10) Supervise children in the dressing rooms. This may require both male and female chaperones.

TRANSPORTATION

Do not transport children in cars owned by private individuals.

Motor vehicles used to transport children must be in compliance with §47.65 of the NYC Health Code which requires the following:

- 1) Compliance with all of state transportation regulations for bus and passenger vehicle safety (17 NYCRR 720)
- 2) Prominent display of a current certificate of inspection issued by or on behalf of the State Department of Transportation.
- 3) All children shall be secured in safety seats or by safety belts as appropriate for the age of the child.
- 4) The driver of the vehicle may not be included in the staff/child ratios.
- 5) The operator must maintain on file written consent from the parent or guardian including the child's name and age, the destination and duration of travel time.

Programs planning trips on chartered buses must contact (in writing) Deputy Claims Manager, The Central Insurance Office, 220 Church Street, Room 321, N.Y. 10013, at least 10 business days before the trip indicating:

Mode of transportation

Name of bus company (if chartered bus, it must carry \$5,000,000 Insurance)

The expiration date of insurance

Original certificate of insurance

Date and time leaving and returning

Destination

Number of children

Number of adults

A statement from the company acknowledging that the program and ACS are named as co-insurers.

On bus trips, it is recommended that the youngest children are seated in the forward section of the bus. Seat those children who tend to get motion sick near windows and open windows slightly from the top only.

When a program plans to use public transportation, a statement listing the dates of all anticipated trips and designating mode of transportation should be filed with the central insurance office. Programs should call (212) 788-4987 for further information or clarification.

NOTE: Infant and Toddler Considerations: Infants and toddlers must travel in vehicles (vans and school buses) with built in car seats or car seats restrained by seat belts. Rear facing car seats should be used according to the manufacturer's recommendations. If several buses are traveling together, the bus with the youngest children should return to center first.

EMERGENCY PLANS

Each center should have an emergency plan for staff to follow on trips. Each adult/chaperone should be informed of this plan through an appropriate staff/volunteer orientation. Emergency plans should include: what is to be done, by whom and when e.g. who will care for an injured child, who will stay with the group and where etc.

I. For Lost Child Emergencies

a. On the field trip: Upon a report that a child is missing, the responsible adult or trip coordinator will:

- 1) Designate the person who will conduct the preliminary search and reassign that individual's children to another group and chaperones.
- 2) Concurrently notify security guards at the site.
- 3) If, after the preliminary search the child is not found, all staff members not required for the immediate supervision of the other children must be called together and given information as to the lost child's last whereabouts. The entrances, exits and insides of buildings must be checked, as well as the surrounding area.
- 4) If the above mentioned search is unsuccessful, the trip coordinator or designee must notify the police, giving full description of the child: clothes, height, weight, hair color and when last seen. The trip coordinator should notify the director, who will call ACS/CCHS and notify the parents.
- 5) Regardless of the outcome, the Child Abuse hotline must be called.

II. For Bus Travel Emergencies

In case of an emergency on the bus, the trip coordinator or designee must:

- 1) Provide adequate supervision in a secure area for all children.
- 2) Notify proper authorities and the Child Care or Head Start program as the situation indicates and provide for appropriate first aid and medical care.
- 3) Arrange for alternate means of transportation, if needed.

In case of injury, call 911 depending upon the nature of the injury. If the injury is to an adult chaperone, immediately reassign the children who were in his/her charge to other chaperones. The program director should also be called and informed of the situation and the group's plans.

Any incident, accident or injury occurring on a field trip or neighborhood walk must be documented on NYC ACS Form 1068, and when necessary, DOMHH Department medical form 318KA .

Parents must always be informed of any incidents/accidents involving their child on the same day on which the incident occurred. This can be done by telephone or in writing if the parent cannot be reached by phone.

FIRST AID

First Aid is not considered a substitute for medical attention. Children in need of medical attention must receive it as soon as possible after an accident/incident. The New York City Health Code 47.19 mandates that all programs have at least one staff member certified in first aid and cardiopulmonary resuscitation (CPR) on the premises at all times. It is recommended that a staff member certified in first aid and CPR go on all trips.

Recommended First Aid Supplies:

The following are recommended first aid supplies to be taken on trips. Supplies must be kept in a closed container.

- Adhesive Tape (1/2" and 1")
- Flashlight
- 1" Bandage roll
- Water
- Paper cups
- Paper towels
- Cotton swabs (to use for cleaning and application of antiseptics)
- Band-aids of various sizes
- Scissors
- Sterile gauze squares (2x2; 4x4)
- Thermometers (oral thermometers should only be used)
- Tissue wipes
- Tweezers
- Vaseline
- Q-Tips
- Non-latex disposable gloves
- Powdered milk

Additional Considerations

If, based on on-going documented observations of a child's behavior, it is determined that a child will pose a danger to himself or to other children on a particular trip, then the program may request that the parent or guardian accompany the child. In the event that the parent or guardian or designated escort is unavailable, it is the center's responsibility to work with the parent to find a suitable alternate placement for the child on the trip day.

If a child has recognized difficulties with social behavior, a mental health professional should be working with the program to identify and implement the appropriate modifications and supports that can enable this child to participate in field trips. When appropriate, programs may also consider adding more adults to assist during the field trip (OHS – PC – K – 026).

Fees

In planning trips, special attention should be paid to the costs and the parents' ability to pay. The inability of a parent to pay for the trip may not be used to deny a child service for the day. New York City is full of wonderful free and low cost educational activities for children.

Programs may also use special fundraising efforts to provide scholarships for those families who need them.

Meals and Snacks

All programs should adhere to the New York City Department of Health and Mental Hygiene (NYC DOHMH) Article 47 and 81; the New York State Child and Adult Care Food Program (NYS-CACFP) regulations and the NYC Food Standards for Group Child Care Centers. A center may not request parents to supply lunch, snack, or extra drinks for their child on any trip or excursion planned during the normal operating hours of the child care center. Classroom staff should notify kitchen staff of trips and excursions planned to ensure proper meal service.

FOOD & NUTRITION AND FOOD SERVICE GUIDELINES

Child Care and Head Start programs can provide safe and healthful foods for children's field trips with adequate thought and advance planning. These guidelines provide the necessary steps and safeguards to:

- Meet individual children's nutritional needs.
- Accommodate children with special dietary needs. If a child has a food restriction an appropriate food substitute should be provided which meets their nutritional needs and complies with the CACFP meal pattern. If a child has a food allergy/intolerance all food items and labels need to be checked to ensure the allergen is not present. Ensure that food allergies/intolerances, specific children's reactions and emergency response procedures are known by staff and if medication or epi-pen is needed as directed by the child's doctor that all procedures/policies are adhered to
- Meet the meal pattern requirements of the New York State Child and Adult Care Food Program to ensure reimbursement; NYC DOHMH Article 47 and 81; NYC Food Standards for Group Child Care Centers.
- Ensure proper handling of food, from preparation to service, to avoid spoilage and contamination which may lead to illness

FOOD & NUTRITION

Meal Pattern, Food Components. Portion Sizes Required

Follow the approved meal pattern of your sponsoring board's NYS/ CACFP application. Include each required food component in at least the required portion sizes. Trip guidelines for the daily meal patterns for Breakfast, AM/PM Snack, Lunch, and Supper are listed below) Refer to the one which most closely matches your program's approved meal pattern.

☉ Breakfast Service:

Serve Breakfast from 8:00 - 8:30 A.M. to the participating children. This allows them time for toileting and quiet activities before leaving the center at about 9:00 A.M. for the activity site. Discuss and make arrangements for children, with their parents, the classroom staff and the Foodservice staff involved with Breakfast preparation and service. For breakfast or AM snack at the center, plan to serve FRUIT, preferably fresh in season (instead of juice for reduced liquid and more comfortable travel), CEREAL/ BREAD/other BREAD ALTERNATE(for example English muffins), AND MILK.

Note: For programs who receive a CACFP reimbursement for AM Snack rather than Breakfast in order to ensure a “nourishing” morning meal prior to leaving the center it is recommended to serve 3 meal components (milk, bread/bread alternate, and fruit/vegetable) rather than the 2 meal components. Note you will still get reimbursed for AM snack.

☛ **Lunch or Supper Service:**

MEAT OR MEAT ALTERNATE, can be any of the following, packed partially frozen to defrost at the field trip location or well-chilled, as appropriate:

- Pot Roast / Roast Turkey (whole, partially frozen; pack pre-sliced)
- Well Roasted Chicken parts (partially frozen)
- Sliced Deli Turkey/ Chicken (well chilled)
- Eggs (whole hard-cooked, peeled, well-chilled)
- Hard Cheese; e.g., American, Cheddar, Swiss, etc. (partially frozen; whole or in a large piece; pack pre-sliced or cubed)
- Canned Tuna or Salmon (chill cans before packing as the cooler cannot adequately chill foods from room temperature; mix for salad at the site with either partially frozen fresh lemon juice or well-chilled mayonnaise)
- Chilled Bean Spread (i.e. hummus) or bean salad. For beans to count as a meat alternative you need to provide at least 3/8 cup per child.
- Another meat alternate is peanut butter, soy butter or nut butter (such as almond), served on a sandwich (prepared on site) with fruit (for example, drained crushed pineapple, applesauce, or fresh fruit in season). Provide at least the minimum required portion size [three (3) tablespoons per preschool child OR provide smaller amounts of the peanut/soy/nut butter along with adequate amounts of a second source of meat or meat alternate (such as cheese cubes, hard cooked egg halves, cooked dried beans) at the same meal.

Serve BREAD/BREAD ALTERNATE such as enriched white or whole-wheat/grain bread, enriched or whole-wheat/grain pita "pocket" bread, or other bread alternate (such as bread sticks or crackers). Whole grains products are recommended.

Serve two (2) or more FRUITS AND VEGETABLES (must serve at least one); whole, well-chilled fresh fruit and whole or cut-up, well-chilled raw vegetables. Provide enough to meet the minimum required portions of 1/2 cup total for each preschool child.

You must serve MILK; the minimum required portion size is 3/4cup (6 oz.) for each preschool child. You may either: Carry quarts or individual containers(1/2 pint) (regular refrigerated cartons partially frozen or chilled milk that is UHT shelf stable aseptic packaged OR make prior arrangements to purchase the milk at such destinations as museums, parks, etc., if it is available. You must retain an itemized receipt for your NYS/CACFP records to document this purchase in order to avoid jeopardizing reimbursement for the meal.

☛ **PM Snack Service**

You will need to serve 2 of the 4 meal components. It is best to serve items from the fruit/vegetable component and the bread/bread alternate component (preferably whole grain. Plan to serve no sooner than 2 1/2 to 3 hours after Lunch. Partially frozen containers (cans or aseptic packaging "brick" packs (juice boxes/bags) of If serving juice must be

100% FULL-STRENGTH JUICE and no more than 6 ounces of juice per day. If juice has been frozen or is partially frozen it can serve to keep perishable food at proper temperature.

Additional items:

- If the destination does not provide facilities for even limited sandwich preparation, plan to carry pre-prepared wrapped sandwiches for the children to eat out of hand for Lunch (or Supper). Carry separately any garnishes such as lettuce or sliced tomatoes which could wilt or make the sandwiches soggy.
- Water should be available for the children at all times. If the field trip location doesn't have a source of drinkable water then you must bring containers of water for the children.
- Breakfast, Lunch and PM Snack is the more convenient and nutritionally-viable meal pattern for planning a day out of the center, as compared to AM Snack, Lunch and Supper. To get the children off to an active start, Breakfast provides more carbohydrates and calories than AM Snack. Carrying or purchasing two (2) required components for **PM Snack** is easier than carrying or purchasing five (5) required components for Supper. In addition, milk is highly perishable and could be at risk when attempting to keep chilled through the afternoon of a hot day; since milk is not a **required** component of Snacks, PM Snack is easier to provide than Supper which **must** include milk.

Therefore, if your program's usual full day meal pattern is AM Snack, Lunch and Supper, you may want to request **prior approval** from the NYS/CACFP for a temporary change to serve Breakfast, Lunch and PM Snack instead (you may call 1-800-942-3858 to reach the NYS/CACFP office in Albany). Be advised that they can make the requested change only if it applies to the entire center. This changed meal pattern will result in lower reimbursement for the day(s) in question since Breakfast [which features three (3) required food components] is reimbursed at a lower rate than Supper [which features five (5) required food components].

If prior approval from NYS/CACFP is received, discuss and make arrangements for this one (1) day's change for the children, with their parents, the classroom staff and with the Foodservice staff. Follow the Meal Component Selections recommendations listed for Breakfast at the center. It is advisable to ask the NYS/CACFP to send written confirmation of this temporary change for retention in your program's files. **If prior approval from NYS/CACFP is NOT received,** you **must** follow the meal pattern approved on your NYS/CACFP application. In this case, for AM snack refer to the Breakfast service section.

Plan to return to the center to serve Supper to these children by no later than 5:00 - 5:30 P.M, OR plan to carry and/or purchase the Supper meal (same required components as for Lunch) for service at the activity site, **retaining itemized receipts** for any purchases. Prior arrangements should be made with the Foodservice staff for meal service and clean-up if serving the supper meal at the center.

FOOD SERVICE GUIDELINES

Equipment Checklist

- Insulated food carrier(s)
- Frozen refrigerant ("blue ice") and/or containers of ice.

- Cups for water and/or juice and milk(if not using ½ pink containers)
- Individually-wrapped straws
- Disposable plates and/or bowls, paper or plastic
- Plastic flatware, bendable and shatter-proof
- Napkins & paper towels
- Plastic containers for obtaining and holding water on hand
- Plastic gloves, disposable inexpensive
- Knife for slicing (well-wrapped, for the teachers' use only)
- Can opener- “v” point for juice; manual rotary for canned fish, if necessary
- Cutting board, small, if necessary
- Serving utensils, stainless steel
- Disposable wet hand-wipes
- Spray bottle filled with a mild solution of water and soap, labeled (for washing hands and food preparation surfaces)
- Blankets/table cloths on which to set out the food
- Clean cloths to cover the food as protection from insects
- Sheet(s) or towel(s), white, to cover carrier(s)
- Metal stem thermometer

GUIDELINES FOR FOOD SAFETY AND FOOD SERVICE

To prevent food poisoning, you must guarantee that the food taken out is as **FRESH** and **SAFE** as when it was packed. When packing, be sure that **everything** that touches the food is **clean**, including hands (use gloves), bowls, utensils, equipment and countertops. Another must is to **keep perishables (for example milk, meat/meat alternates) cold** to avoid spoilage. Pack perishables partially frozen in insulated carriers, with one or more containers of ice and/or frozen refrigerant. Pack well-chilled fresh fruits and raw vegetables in the carriers.

Carry blankets on which children can sit to eat or to rest if tired during activities. Allow the partially frozen food to defrost in transit and at the site, but keep perishables cold, especially the milk. At the site, keep the carriers out of the direct sunlight. Cover with a white sheet or towel to reflect light and heat to provide further insulation. With clean hands, prepare and set out food for service close to your planned meal time and keep it lightly covered with the clean cloth. Be sure the children have been toileted, washed their hands and had some quiet activities before the planned Lunch service. Lay the foods out in stages; for example, keep extra quantities brought for "seconds" packed in the insulated carriers. Avoid adding fresh food to a serving dish which contains foods that have already been out for serving. Try to keep the children engaged in quiet activities for about 15 minutes after eating Lunch (or Supper). Encourage the children to drink water or juice throughout the day's activities.

PREPARATIONS FOR RETURNING TO THE CENTER

Inform your staff to: Discard **all** milk cartons and leftover foods except those in unopened commercial packages which do not require refrigeration (cans, "brick" packs, sealed cellophane wrappers, etc.). Thoroughly wrap the discarded foods to deter vermin and place in appropriate garbage receptacles at the site. Separate and dispose of specific discards (empty cans or jars, etc.) as needed for recycling at the site.

Now that you have focused on what is involved in successful planning and enjoyment of food service on a full-day field trip, go one important step further. Take the time to be certain that all of

your program's staff members, volunteers, substitutes, youth workers, etc. understand the steps required to **keep foods safe**. You can be assured that the plans you make now will be carried out later by those in positions of responsibility and who serve as role models for the children.

Include the children in all the steps as appropriate. Encourage staff to provide the children with age-appropriate information. This gives the children opportunities to reinforce their learning about the need for nourishing foods and beverages, and the safe handling of foods as an integral part of their enjoyment of a field trip. Incorporate these principles in your center's nutrition, health and science curriculums. This is an ideal way to capitalize on each child's teachable moment, when he or she may be feeling refreshed, relaxed and curious in a different and exciting environment.

COMMUNITY TRIPS WITHIN A 10 BLOCK RADIUS

Before the Community Trip

Before exiting a site Program Administration and Teachers must ensure that:

- The trip is part of a curricular plan and written in a lesson plan. Teachers should place it in context for children by discussing where they are going, what they will see and do there and how to stay safe while there.
- The exiting group adheres to the specifications of Article 47 of the NYC Health Code regarding appropriate adult child/ratios mentioned above and adequate adult supervision is maintained. **“Staff included in the staff/child ratios...shall maintain direct line of sight, visual supervision of children at ALL times”**. 47:23(a). This requirement is inclusive of all trips including, but not limited to:
 - Neighborhood walks
 - Excursions to the neighborhood playground
 - Visits to the neighborhood grocery store
- The children are wearing some kind of visible identification that at a minimum identifies the program's name and telephone number. They should avoid making the child's name easily visible.
- Immediately before exiting the building, teachers are to record in a Trip Book/Sheet held by the office, the group's
 - Exit time
 - Destination
 - Number of staff
 - Number of children

During the Community Trip

- Teachers need to periodically conduct head and face count of all children. It is not enough to conduct a head count; a name and face count must be taken. Attendance should be recorded on an attendance sheet (*see checklist above*) frequently:

1. Prior to immediate departure from the Center
 2. Periodically while en route to destination
 3. Immediately upon arrival at destination
 4. Periodically during placement at the destination
 5. When leaving the destination
 6. Immediately upon arrival back at center.
- Parents/escorts sometimes pick up while children are at a neighborhood destination. Assigned teachers must ensure that all children are accounted for and being appropriately monitored while handing over the child being picked up. The teacher should:
 1. Have the escort sign the escort sheet
 2. Beckon the child to be picked up
 3. Hand over the child to the escort
 4. Immediately count remaining children ensuring that none of them follow the escort away from the destination or are unsupervised at any time.
 - When the escort signs the child out on the escort sheet they must record their name and not a title, e.g. 'dad', or 'aunt'.
 - A buddy system should be implemented and each child assigned a buddy when in transition from one destination to another. *Children are not to be made primarily responsible for peers.* A teacher should be at the front, middle and back of the group when transporting children. Children with behavioral challenges should be directly monitored by a teacher or the child's family escort.
 - It is the teacher's responsibility to monitor and facilitate learning throughout the duration of every trip. While monitoring children, staff should **NEVER** do the following:
 - Allow themselves to be distracted by passers-by or any other issue other than the care of children in their charge.
 - Speak on a cell phone or be distracted by the use of any other hand held devices.
 - Have discussions with a fellow staff members or anyone else, excepting the children who are being monitored.
 - Focus on only one small portion of the group in their charge. Staff should circulate often.

Ending the Community Trip

- Take attendance (see *During the trip* above)

In addition to the requirements stated in this section, please adhere to all other applicable portions of this document. It is strongly advised that all program staff and parent volunteers be trained and made well versed in pedestrian safety guidelines.

(ORIGINAL IS TAKEN ON TRIP BY COORDINATOR; COPY REMAINS IN CENTER)

TRIP COORDINATOR INFORMATION SHEET

DATE OF TRIP _____

NAME OF TRIP _____

LOCATION _____

CONTACT PERSON _____ TELEPHONE # _____

COORDINATOR FOR THIS TRIP _____

GROUPS GOING ON TRIP _____ PERSON IN CHARGE _____

NUMBER OF CHILDREN PRESENT _____

PERMITS REQUIRED _____

INCLUDED IN THIS ENVELOPE ARE:

RESPONSE FROM CENTRAL INSURANCE

LETTERS OF ACKNOWLEDGEMENT

SUBWAY PERMIT PARKING PERMIT

ADMISSIONS TICKETS/FEEES PERMISSION SLIPS

MEDICAL RELEASES/EMERGENCY NUMBERS RIDES MONEY

OTHER _____

TRIP COORDINATOR INFORMATION SHEET (CONT'D)

METHOD OF TRANSPORTATION TO BE USED _____

ROUTE TO BE TAKEN _____

NAME OF BUS COMPANY _____ **FEE** _____ **TIP** _____

EXPIRATION DATE OF BUS INSURANCE _____

EXPIRATION DATE OF *BUS* CERTIFICATE OF INSPECTION _____

ADDRESS OF *BUS* COMPANY _____

CONTACT PERSON _____ **TELEPHONE NO.** _____

DRIVERS'S NAME, AGE, LICENSE #, AND EXPIRATION DATE _____

SCHEDULED DEPARTURE TIME _____ **SCHEDULED RETURN TIME** _____

SPENDING MONEY PROVIDED BY CENTER ENCLOSED _____

FOR _____

ACTIVITIES FOR WHICH RESERVATIONS HAVE BEEN MADE _____