



Guidelines for the Trip Coordinator Role and Responsibilities

Effective April 20, 2015, the NYC Health Code, [Article 47](#), Section 47.57(j) requires child care centers to designate a trip coordinator and implement new child supervision/accountability procedures while taking children off-site. "Off-site" is anywhere other than the child care center, regardless of how the children are transported or how close or far the destination. The new requirements apply to visits to nearby playgrounds, parks, libraries and stores, as well as field trips and events that are farther away.

Child care centers must support the trip coordinator role by updating the Written Safety Plan with required child accountability, staffing and lost child response policies, and by training all trip coordinators.

Trip Coordinator Role and Responsibilities

- Before the trip/off-site activity, child care centers must designate a staff member as the "trip coordinator" who will accompany each group of children off-site.
- Required staff-to-child ratios must be maintained at all times while taking children off-site.
- The trip coordinator may be counted in the required staff-to-child ratios in § 47.23 of [Article 47](#).
- Group size for each trip coordinator must not exceed the requirements in § 47.23. For example, there must be one trip coordinator and one additional qualified staff member for no more than 15 3-year-old children who are taken off-site.
- The trip coordinator is responsible for planning and implementing all aspects of the off-site activity/ trip necessary **to maintain constant line-of-sight supervision of each child**, including:
 - Staffing (staff-to-child ratios): whether and how many additional staff and/or adult volunteers are needed to maintain constant, direct line of sight supervision of each child at all times while off-site
 - Staff oversight
 - Child accountability procedures
 - Safety, emergency response and communication

Child Accountability Procedures

- The trip coordinator must adhere to child accountability procedures, including taking name-to-face headcounts and keeping an attendance log.
- Trip coordinators must conduct and document name-to-face headcounts:
 1. Before leaving the child care center
 2. On arrival at the off-site location
 3. Periodically while off-site
 4. Before departing from the off-site location
 5. On return to the child care center

Child Accountability Procedures (continued)

- Additional accountability procedures include:
 - Establishing a buddy system
 - Assigning small groups of children to specific staff/volunteers
 - Establishing areas of refuge/regrouping
 - Implementing procedures for group cohesiveness while off-site, especially during transit
- Prior to departure, the trip coordinator must instruct all staff and volunteers on how and when to conduct child accountability procedures and emergency procedures in the event that any child is lost.

Child Identifiers

- The child care center must provide each child with clothing or another item that identifies the child care center's name and contact information. This item must be externally visible on each child and must **not** include the child's name.
- Customized t-shirts, vests or ID tags are acceptable identifiers.

Resources

- Health Department *Guidelines for Developing and Completing Lost Child Prevention and Retrieval Procedures Required by New York City Health Code Section 47.11*
- To read the full regulation, visit [nyc.gov/health/healthcode](https://www.nyc.gov/health/healthcode) and search "Article 47."
- Contact the Bureau of Child Care borough office for technical assistance. Visit [nyc.gov/health/childcare](https://www.nyc.gov/health/childcare) and click on "Information for Providers" to find your borough office.