

## FIELD TRIP COORDINATOR

### 4-Year Class

AVAILABILITY REQUIREMENT: Must be able to attend all out-of-class field trips. Arrange and attend up to eight field trips for the 4-year class.

**This job must be filled by a FOUR-YEAR CLASS MEMBER only.**

### FIELD TRIP FEE

Collect the field trip fee of \$50 for each child no later than September 1st. Once you have received all fees from all families, record on the attached sheet and submit to the Treasurer no later than September 10th. For out-of-school trips requiring roughly 1:1 chaperones (the farm, etc.) one adult and one child (the student) will be paid for out of the school's field trip fund. Each family must pay for any older/ younger siblings they wish to bring on the trip. For in-house field trips with a cost, e.g. painting pottery, one child (the student) will be paid for out of the school's field trip fund. Field trip coordinators must keep the yearly field trip budget at or under the total of "field trip fee" x "number of students in the class". Right now this is  $\$50 \times 17 = \$800$  for the 4's class (if we are fully enrolled). Any field trip fund money left over at the end of the year will revert to the school's general fund in order to avoid refunds, disputes over who attended how many trips, etc. However, field trip coordinators should try to spend most or all of the money on trips and activities for the children as is the stated purpose.

### FIELD TRIP GUIDELINES

1. Organize field trips for the school year according to class themes each month. Seek input from teachers and review End-of-Year teacher review and prior field trip review sheets before scheduling field trips. **Inform teachers of the plans and details of trips and work with them during the summer.** At first class meeting, present field trip ideas and have class offer suggestions. Scheduling away field trips on the same day that the 3s are on a field trip minimizes the number of times that your class has to set up and pack up the classroom all in one day.
2. No more than one field trip per month (in-house or out-of-class). Try not to schedule a field trip on student school birthday celebrations or holiday celebrations (Halloween, Valentine's Day, etc.) which are noted on the class co-op calendar.
3. You are also responsible for arranging the details of in-class field trips, such as when police and fire officers visit the school. For in-class field trips, only the Co-op parent and the Class Photographer are needed in the classroom.
4. For off-site field trips, allow time for travel (try to keep the time of the trip, including travel, within regular class times).



5. Keep a field trip review log to include; locations, contact people, phone numbers, comments about the trip, and suggestions for next year. If you are using a previous year's list, please update the information. Ensure documents created are passed along to the following job holder.
6. Submit to the teachers an End-of-Year teacher review. After your last field trip submit a document to the teachers that allows them to review each of the field trips. You will fill out the name of field trip, date of field trip, in-house or outside field trip. The teachers will provide a review based on their experience with any recommendations for the following year. The teachers will submit this to the job coordinator who will pass this along to the next field trip coordinator.
7. *Field Trip Inclement Weather Policy:*  
In the event of inclement weather wherein Howard County schools are open, the teachers have the authority to cancel in-house or out-of-class field trips. The Class Chair will be responsible for contacting the teachers to determine whether the field trip is to be cancelled or not. If the teachers decide to cancel the field trip, the Class Chair will then inform parents of the cancellation.

### **PREPARING FOR A FIELD TRIP**

1. Parents and teachers like to have as much notice as possible about field trips. Announce trips in the newsletter and on the bulletin board one month in advance if possible. If the teachers want to go to the fire station in March, you must start in January to find out which days and hours visits can be made.
2. Maps and written directions should be distributed to all class members for all away field trips. If necessary, drive the route in advance to make sure that the directions are accurate.
3. Permission slips must be distributed, signed, and collected FOR ALL FIELD TRIPS, whether the trip is in or out of class. Our state licensing regulations require that we have a signed permission slip prior to any out-of-class trip or any activity not conducted by a teacher. The regulations require that a Board Member keep permission slips for 2 years after the child is no longer enrolled. As soon as a complete set of signed permission slips is returned to you, place the permission slips in the President's folder at school.

The permission slip serves as a reminder to parents, provides details and information, allows parents the opportunity to prepare their child or decide not to allow their child to attend the trip (example, if firefighters will visit the class and a child is afraid of them), gives the teachers a count of who will/will not attend the trip, and serves as a record that parents received notice of the trip. On permission slips for away trips, include beginning and ending times, if siblings are welcome, and if additional money is required for siblings and/or adults. Also, include any other relevant details, such as if snack will be provided and by whom, etc.

4. In addition to notifying all class parents about a field trip, be sure to notify:
  - a. The Teachers (who will have been consulted in advance about the schedule)



- b. The 2s and 3s class chairs (so their classes know they must pack up that day).
  - c. The Co-op parent (regarding if snack will be required).
  - d. The class photographer (so they may be there to take pictures of the event).
  - e. The Monthly Calendar job holder (in advance of the calendar being prepared).
  - f. The Newsletter Editor.
  - g. The school treasurer (about getting a check to the organization conducting the field trip, if there is a fee).
5. Let the teachers know which children will NOT be attending field trips at least one week in advance, if possible.

Note: Any money spent on this job is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of all receipts for all disbursement made on behalf of the school.

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