

## **NESD END OF YEAR ACTIVITY**

In order to follow our staff/child ratios, CACFP guidelines, insurance, finance, and overall Head Start Guidelines – the following policies have been put in place.

**Choose one:** A field trip or a food activity.

### **Full-Day / Out-of-Town Field Trips:**

Transportation:

- Only Head Start staff and children enrolled in Head Start can be transported by the Head Start bus due to liability issues.

Food:

- Follow CACFP rules/guidelines:
  - Field trips or a food activity done during breakfast/lunch/ or snack time should follow breakfast/lunch/ or snack guidelines. Example: A food activity can be ordering pizza to eat at the local park.
  - Follow food safety guidelines: keep food in coolers, use proper handwashing/sanitizing, have bottled water with you, etc.
  - Inform Nutrition Manager of Dates and Times of field trip (including estimated Meal/Snack time) ahead of time for CACFP notification.
  - Meals/sack lunches for field trips will be provided/paid for by Head Start – for Head Start staff and children enrolled in Head Start.

Funding:

- Entrance fees (parks, zoos, etc.) can be paid with Head Start funds – for Head Start staff and children enrolled in Head Start. Parents are responsible for paying their own fees. (Home Base parent fees can be paid for *one* parent by Head Start due to lack of Head Start-supported transportation for children to the field trip).

Ratios:

- If parents choose to bring additional siblings, they will be the responsibility of that parent, as our staff are responsible for the enrolled Head Start children and are required to keep teacher-child ratios.

Call Amy (business manager) for a purchase order and pre-approval for any fees.