

NESD Field Trip Policy

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.

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.

Food:

- Follow CACFP rules/guidelines:
 - o Field trips done during breakfast/snack time should follow breakfast/snack guidelines.
 - o Field trips done during lunch times should follow lunch guidelines.
 - o Follow food safety guidelines: keep food in coolers, use proper handwashing/sanitizing, have bottled water with you, etc.
 - o Inform Nutrition Manager of Dates/Times of field trip ahead of time for CACFP
 - o Meals/sack lunches 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 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.