



Early Childhood Division- Pre-K

Standard Operating Procedure

1. *Area of Focus – FIELD TRIPS*

2. *Scope*

Implement culminating hands-on experiences for students to enhance curriculum and classroom units of study

3. *Prerequisites*

NA

4. *Responsibilities*

Teacher
Teacher Assistant
Instructional Advisor
Center Director/Manager
School Principal
Education Director
Family and Community Partnerships Manager
Family Engagement Advisor
Family Engagement Specialist
Pre-K Fiscal
Family and Community Engagement (FACE)

5. *Procedure*

- A. Each classroom is generally afforded two paid field trips per school year, including transportation and admission. If multiple Pre-K classrooms are attending the same trip at the same time, it is to best to pool transportation funds to maximize the budget.
- B. All field trips must have four chaperones per classroom. The teacher and assistant will serve as two of the four. The remaining two chaperones can be the FES, other school staff, and/or parents with approved background checks.
- C. If a parent is used to serve as a chaperone in school based and community partner sites, the parent must complete the fingerprint and background check at the process through the Family and Community Engagement Department (FACE). The following process should be followed:
 - Parents and volunteers should visit <http://www.scsk12.org/face/level3>.
 - Watch the 6-minute orientation video.
 - Click on the APPLICATION tab to start the online volunteer application.



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- Under Volunteer Function, please select Mentor (Level 3) and One Day Chaperone.
 - Contact the FACE office at 416.7600 to schedule a fingerprinting appointment or walk-in between 8 am and 4:15 pm.
 - The FACE office is located at the Board of Education- Room 164.
 - It takes about 7-10 business days for the background results.
 - The Education Director will receive approved or nonapproved results of all background checks.
- D. The Early Childhood Department will pay for four chaperones in school-based and community partner classrooms only. Other parents may attend, but they will be responsible for their own admission.
- E. Approved chaperones can perform the necessary support to staff applicable to chaperone duties (taking children to bathroom, assigned group of 5 children to supervise, etc.)
- F. Non-chaperones can only supervise their own child and serve in role of a parent only.
- G. Parents are not allowed to ride the bus due to liability concerns. Chaperones have to meet classes at the field trip location.
- H. All field trip request information for school based and community partner locations should be completed entirely and submitted to instructional advisors at least two weeks in advance of the trip.
- I. Please ensure the chaperones listed on the supervision plan have approved background checks *before* you submit the plan.
- J. Once field trips are approved, you will receive an email with a PO number for you to reserve your bus. *Buses should not be reserved without a PO number and field trip approval from the Early Childhood office.*
- K. In-house field trips where vendors are invited to the site in to share experiences with students are an option. Chaperones are not needed, but encouraged, for in-house field trips.
- L. Contractors are responsible for all field trip costs and should follow the typical reimbursement process as set forth in their contract.

6. *References*

- Head Start Performance Standards Subpart C- Education and Child Development Program Services 1302.31 & 1302.32
- Shelby County Schools Board of Education Policy 6004 Field Trips
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.06 sections 7a-b, e-f
- Field Trip Request Form
- Field Trip Student Roster
- Field Trip Plan of Supervision

7. *Definitions*

- NA