

PREPARING FOR FIELD TRIPS AND TRANSPORTING CHILDREN

This guide is intended to share information with caregivers on how to prepare for field trips and transporting children.

What Can You Do To Prepare?

- **Schedule a Site Visit.** Visit the location to assess potential risks. Ensure there is shade, drinking water, bathrooms, and hand washing facilities. Check for potential hazards to the children's safety.
- **Review Licensing Rules.** Ensure that all staff members know and understand the licensing rules.
- **Permission Slips.** Written parental consent must be on file prior to transportation and field trips.
- **Emergency Contact Information.** Be sure information is up to date and with you at all times, as well as maintaining the contact information at the facility.
- **First Aid Kit.** Along with basic supplies, take medication for any child with special needs.
- **Sun Protection.** Assure that the children are protected from the sun.
- **Meals, Snacks & Beverages.** Plan ahead to meet nutritional requirements and provide plenty of fluids.
- **Prepare Children.** Discuss the activities, expectations and rules, and what to do in case of an emergency. The children should know which caregiver's group they are in. Consider using the "buddy system".
- **Extra Activities.** Behavioral challenges can occur when children must sit and wait, and this happens often on field trips. Plan ahead for activities to do while children are waiting. Keep index cards in your bag with ideas for songs, games, or other transition activities you can do anywhere.



IN AN EMERGENCY...

- **Notify 911 IMMEDIATELY** if a child is unaccounted for or in the event of serious injury.
- When handling an emergency situation, maintain supervision for **ALL** children.
- Inform parents of any emergency situation as quickly as possible.
- Notify your Child Care Facility Specialist of any serious incident.

Note: Children must receive direct supervision at all times. Section 210.245 (4), RSMo states that if the Department of Health and Senior Services finds there is a threat of imminent bodily harm to a child in care it may suspend a child care license. To view child care rules go to

<http://health.mo.gov/safety/childcare/lawsregs.php>.