



# Field Trip Guideline

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## **Purpose:**

This guideline gives an overview on how the Center Head and Teachers should plan, coordinate and organize the Field Trip.

## **Procedure:**

1. The purpose of the field trip is to provide students with experience outside their everyday activities. These are theme based field trip activities.
2. There will be a minimum of 3-4 field trips in a given school year. Field trip dates are planned in advance.
3. The field trip shall be scheduled during school hours between 9:00 am to 11:30 am. In some cases, where the site is at a long distance or the activity requires the children to spend little more time at the site, we can extend the time up to 12 noon.
4. If the field trip cannot be planned on the date mentioned in the Curriculum Calendar, the leadership team shall discuss with the teachers and come up with an alternate date.
5. Each center must visit the place and provide their recommendation to corporate for approval. The field trip location has to be child friendly and safe.
6. Preparation for field trip should start two weeks prior to the field trip date.

### **➤ Notification to Parents and Fee collection**

1. Consent Form for the Field trip in the Parent Hand Book shall be filled and sent to the Parents a week prior to the field trip date.
2. The field trip fees shall be collected from the parents at least two days prior to the field trip date. Intimate to the parents that fees will not be accepted on the day of the Field Trip.
3. Teachers shall not collect fees on the day of the field trip as the management is making prior arrangement for transportation based on student's strength. Accommodating children more than the number of seats specified will become difficult.
4. Intimate parents on 'No Refund'. The total cost of field trip is determined based on the confirmation we receive from the parent through Consent Form. If a child signed up and paid for the field trip but did not turn up for the field trip, we will not refund the fees.
5. Intimate to parents of children who are not joining the field trip shall not attend the school on the day of the field trip.



### ➤ Cost Planning

$$\text{Cost of Field Trip per Child} = \frac{\text{Transportation Cost} + \text{Entry Fee}}{(\text{Total Head Count (Children + Teachers + Nannies)} - 30\%)}$$

- Reduce the total head count by 30% considering last minute drop out.
- For example:
  - Total Cost = 100 ; Total Head Count = 10 ; Drop Out 30% = 7
  - Cost of Field Trip per Child =  $100 / (10 - 30\%) = 100 / 7 = \text{Rs. 14 per child}$

### ➤ Tracking Fee Collections and Expenses:

1. Use the general receipt book (horizontal receipt book) to capture field trip receivables. Center shall have one general receipt book exclusively for field trips and specify the parent name and include the child name in the parenthesis next to "Thanks from". For example, Mrs. Linda Moses (John Moses). Enter the fee collection "Toward"... For example, "Marry Brown Field Trip".
2. Update Manual Register
3. Use voucher book to track the field trip expenses. Specify the expense that relates to the field trip and the name of the field trip. For example, "Van Rental - Marry Brown Field Trip". Attach all the bills/receipt along with the voucher.

### ➤ Role of the Center Head or Counselor

1. After approval from Corporate on the location, the Counselor shall communicate with the concerned person where the trip has been planned and intimate them regarding the schedule.
2. After receiving the approval from the person at the site Center shall start making all the arrangements for the trip.
3. The following details shall be furnished by the Counselor to the concerned person who is responsible for making all the arrangements where we have planed our visit
  - How many members are coming from the school?
  - Arrival time
  - Arrangement of food and water for the children
  - Departure time
  - Financial details
4. A formal letter shall be sent to the person where the visit has been planned and a copy of the same shall be placed in the Field Trip Register. This communication can be in the form of an email or a letter in a printed format.



5. If the Teachers obtain the payment and the Consent Form for the field trip from the parents, collect it from them.

➤ **On the day prior to Field Trip:**

1. The management shall arrange for transportation.
2. Drivers must have a valid driver's license and carry liability insurance for the vehicle used for transporting children on field trips.
3. The Counselor shall ensure that the Driver's name, phone number and a copy of Driver's license are kept in the Field Trip folder.
4. The Counselor shall communicate to the Driver the following details like
  - Name and Address of the place
  - Departure time from school
  - Location to visit
  - Arrival time to school
5. The Counselor shall instruct the driver to be on time, i.e. 30 minutes before the scheduled departure time.
6. The respective class Teachers and the nannies shall accompany the children during the field trip.
7. The Teachers shall check the following
  - Are Consent Forms obtained, signed by the parents?
  - Did the parent pay the fees, if any?
  - Any children not coming for the field trip? If "yes", has the parent been informed that they need not bring their child to school?
8. The Teacher's shall request the parents to bring their child on time to the school. The reporting time shall be provided in the Consent Form.

➤ **On the day of the Field Trip:**

1. For each field trip one of the senior staff will be assigned as a head, a captain for the trip. This person is responsible for the entire trip from the time the children leave from school and returns back from the field trip.
2. The Counselor shall give a copy of the Teacher's checklist and the Field Trip Students Check In/Out Form (student checklist) to the respective Class Teachers.
3. Each Class Teacher is responsible for checking the Check In/Out form.
  - Class Room Check In: Mark the children that are present in the class for the field trip.



- Class Room Check Out: Mark the children as they exit their class and before checking in the van. The Class Teacher stands near the classroom door to perform this activity.
  - Van Check In: Mark the children one at a time entering the van. The Teacher stands near the van entrance door to perform this activity.
  - Van Check Out: Mark the children one at a time as they exit the van at the site. The Teacher stands near the van entrance door to perform this activity.
  - Site Check In: Mark the children one at a time that enter in the site. The Teacher stands near the site entrance door to perform this activity.
  - Site Check Out: Mark the children one at a time as they exit the site. The Teacher stands near the site before exiting the site to perform this activity.
  - Van Check In: Mark the children one at a time entering the van. The Teacher stands near the van entrance door to perform this activity.
  - Van Check Out: Mark the children one at a time that exit the van at the school. The Teacher stands near the classroom door to perform this
  - Classroom Check In: Mark the children one at a time entering their classroom. The Teacher stands near the classroom door to perform this activity.
4. The Teacher shall fill in the children's name in the Field Trip 'Students Check-in/Check-out Form'.
  5. The Teachers shall ensure that all children are wearing their identity cards.
  6. The Teachers and the nannies shall wear their identity cards.
  7. For emergencies the Teachers shall take First Aid box, Ice cubes, Tissue paper, Waster papers (news paper), Plastic covers and Pull-ups.
  8. The Teachers and Nannies take complete responsibilities of the children in the van.
  9. After the field trip, during quick huddle, discuss the outcome of the field trip and challenges faced, if any.
  10. A letter shall be written by the Teacher stating the feedback and the challenges faced during the field trip. The resolution taken for the challenges shall also be written in the letter.
  11. The letter shall be given to the Center Head and Counselor for review. The Counselor shall file the letter in the Field Trip folder.

➤ **Templates required for the Field Trip.**

1. Field Trip - Teachers Checklist
2. Field Trip - Students Check In/Out Form
3. Field Trip - Closure Letter



## Field Trip - Teacher's Checklist

Place of Visit:

Date:

S.No	Description / Items	Checked
1	Student Emergency Card	
2	Field Trip Form - Student's Check-in/ Check-out Form	
3	Camera	
4	First Aid Box	
5	Tissue Papers	
6	Plastic Covers	
7	Ice cubes	
8	Pull Ups	
9	News Paper	
10	Driver's Phone Number	
11	Vehicle Number	
12	Site Contact Number	



## Field Trip - Students Check In/Out Form

<b>Place of Visit:</b>		<b>Date:</b>		<b>Class:</b>	
<b>Teachers In charge:</b>					

<b>Van Departure Time From School:</b>		<b>Van Arrival Time At Site:</b>	
<b>Van Departure Time From Site:</b>		<b>Van Arrival Time At School:</b>	

S. No	Student's name	Classroom		Van		Site		Van		Classroom
		Check In	Check Out	Check In	Check Out	Check In	Check Out	Check In	Check Out	Check In
1.										
2.										
3.										
4.										
5.										
6.										
7.										



## Field Trip - Students Check In/Out Form

8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										



## Field Trip - Closure Letter

Place of Visit:		Date:		Class:	
Teachers In charge:					
Nannies In charge:					
Departure time from School:		Arrival time at School:			

- **Summary of the Field Trip:**  
No. of Children present for Field Trip:

- **Challenges faced, if any:**

- **Accidents, if any:**

\_\_\_\_\_  
**Center Head Signature & Date**

\_\_\_\_\_  
**Teacher's Signature & Date**