

# Safety Reminders

## Transportation/Field Trips

Review complete state requirements and verify transportation training for all who transport children.

- A complete Transportation Binder rides with the children on the bus (see state requirements for contents including travel log, rosters, permission slips, etc.)
- A second complete binder with roster and permission slips stays in the building. The return trip checklist is copied and added to the center binder so both binders match at the end of the day.

NOTE: Florida rules do not state that a second binder is required, but it does state that each of the requirements (copy of DL, insurance, permission slips, rosters, etc.) be available during an inspection meaning... however you organize it, you do need the complete information available.

**If a parent forgets a field trip and shows up at the center to pick up the child for an appointment and then denies knowing about the trip... Do you have the roster, the permission slip, the time of departure, and the time of return at hand?**

- Final inspection requires TWO walks, by TWO PEOPLE to the BACK. Each inspector should touch their hand to EACH SEAT back and the back emergency door and then to the EACH SEAT back to the front again, checking under seats. **These checks are usually completed by the driver and then a member of management. Rotate management in this duty. Owners WATCH the process whenever possible and routinely DO IT YOURSELF!! Make sure your management knows how critical this task is.**
- Call a Name to Face roll call as children board and as they exit the bus, every single time ON or OFF. Make it a loud, fun, wavy arm, "Here!" from each child or pat the top of the child's head. Make sure this roll sheet is ONLY the children on this trip and not the entire enrolled class. "Extra" names cause confusion and a mindset to "skip" some names. Have the teacher do this both departing the bus and back in the classroom.
- BE vigilant with correct rosters in the classes to reflect who is on the field trip, who is enrolled, but not on the trip/in attendance, and when classes are combined to accommodate field trips. MANY summer camp teachers did not have correct rosters when part of their usual class was on a field trip. Not only did they not know names of the children, they didn't know the total class count.
- Review Teacher Ratio requirements for Field Trips, especially those involving water.
- Review best practice with your teachers when taking children into public spaces. What are the guidelines your center has set for allowing children to go to public restrooms? How do you ensure supervision around bookshelves or outdoor pathways? DPF recommends "divide to supervise", one teacher with a small group always... even to walking to the restroom together.