

**The School District of Lee County  
Early Childhood Learning Services  
Field Trip Guidelines  
2007-2008**

Federal guidelines for transporting a child in ECLS include a safety device for each child according to their weight. In addition, all ECLS children should be on a monitored (trained assistant) bus for any type of transportation—daily\*, dental or field trips. It is also important that the bus driver have each child’s emergency information on hand, with current contact and medical information available. The classroom teacher must provide this information if a field trip is scheduled, and it must be on the bus—with the teacher.

Educational field trips are encouraged and up to 4 trips may be scheduled. No field trips may be scheduled before the 45<sup>th</sup> day of school (October 4, 2007) or during the last week of school (week of June 2<sup>nd</sup>, 2008.) Field trip requisition forms will not be accepted after the first school day in May. All educational field trips must be scheduled between the hours of 9:30 AM and 1:30 PM. Notice will be emailed to the teacher if the trip is not possible.

Classroom teachers must complete a “Request for Special Bus Transportation” (MIS 243)—one form for each bus. No more than 41 persons—36 children plus adults—are allowed on each bus. An ESE class may go along as long as there are sufficient seats available.

The completed form is submitted to the school principal, for their signature, and then ponied to Edda Rodriguez at the Early Childhood Center if Head Start, or Emilia Berni if Migrant Education. This signed requisition must be submitted as soon as possible, but no later than three weeks (21 calendar days) prior to the event.

**Notice to the dental nurse, Pam Alexander, must be emailed, ponied, phoned (332-7140), or faxed (332-1439) as soon as possible. Please note: scheduled dental appointments will take priority if field trip was not reported.**

District Field Trip Parent Permission forms must be sent home, signed, and returned to the teacher. Teacher is responsible for keeping all forms, including emergency and medical information and prescribed medication, at all times--along with a master list of all attendees on the day of field trip.

In addition to the safety devices, (car seats, vests, and lap belts for each passenger) each bus must also have: **a fire extinguisher**

**First Aid kit**  
**and seat belt cutters in clear view.** Please note these important features and notify the driver, and ECLS, (334-0818 or Donna Ramirez 995-0235) if all the equipment is not available. Also, please remember that aisles must be clear at all times, and coolers, equipment and baggage must be secured and not possible “projectiles”.

For further clarification, see “The School District of Lee County Field Trip Guidelines”.

Donna Ramirez, RN, NCSN  
995-0235 / 995-3033

10/07

\*A federal waiver was granted for general education buses to be used for daily transportation. This means that ECLS children may not necessarily be riding in monitored buses with a safety device.