

The decision to provide evening care for parents who work night-time shifts must be made cautiously and with special considerations. You must be diligent in hiring trustworthy staff who can meet the needs of the children during nighttime hours. At least one staff person must meet lead teacher qualifications. You will want to have additional safety measures regarding monitoring the doors and having two staff on-site at all times. Plan jobs for the night-time staff that help them stay awake (but that still allow them to keep their attention on the children). Work closely with your licenser and health specialist to ensure you have the appropriate materials and equipment.

WAC**WAC 170-295-2070****What do I need to transport the children on off-site trips?**

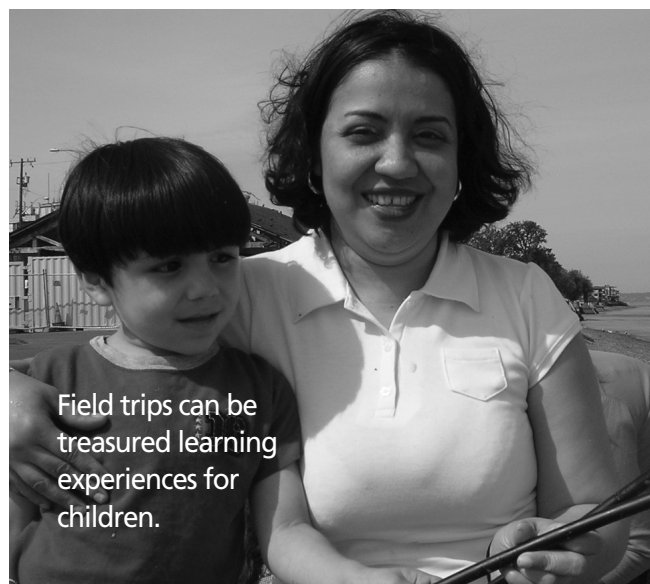
You may transport a child or permit the child to travel off-site only with written parental consent. The purpose may be to attend school, participate in supervised field trips, or engage in other supervised off-site activities.

- The parent's consent may be:
 - For a specific date or trip, or
 - A blanket authorization describing the full range of trips the child may take. If you use a blanket authorization, you must notify the parent in writing at least twenty-four hours in advance about any specific trip.
- When transportation is provided by the center for children in care:
 - The driver must have a valid Washington state driver's license to operate the type of vehicle being driven
 - The number of passengers cannot exceed the seating capacity of the vehicle
 - Either the center owner or the driver must have liability and medical insurance, and
 - The driver, parent volunteer, or staff supervising the children being transported in each vehicle must have written documentation on file of current CPR and first-aid training.

- When you transport children, the vehicle used must:
 - Have a current license and registration according to Washington state transportation laws
 - Be maintained in good repair and safe operating condition
 - Be equipped with:
 - At least one first-aid kit that meets the requirements of WAC 170-295-5010
 - Vehicle emergency reflective triangles or other devices to alert other drivers of an emergency
 - The health history and emergency information for each child in the vehicle, and
 - A method to call for emergency help.
- You must meet the child passenger restraint system requirements in RCW 46.61.687 when transporting children. Contact your local state patrol office for more information.
- When you transport children, you must maintain the staff-to-child ratio established for the youngest child in the group, and
- Staff or driver must not leave the children unattended in the motor vehicle.

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Field trips can be treasured learning experiences for children. They are a chance for everyone to see and do something different than what you provide at the center.



Be conscious of the time needed for the outing so that the children return to the center at a convenient time for parents to pick up their children at the end of the day. You will need to make arrangements for children who do not have permission to go on the trip. The following example of a field trip notice is included as a model for you to use for your center.

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Transportation

When transportation is provided by the center, the driver must have the appropriate valid Washington State driver's license for the vehicle being driven. The vehicle is required to be covered by liability and medical insurance. According to licensing requirements there must be at least one person meeting lead teacher qualifications in each car (including current First Aid/CPR certification).

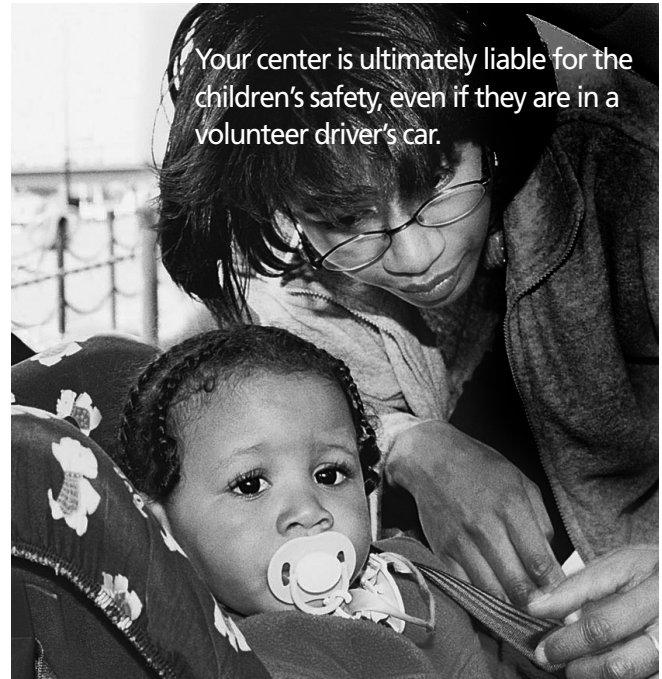
Your center is ultimately liable for the children's safety, even if they are in a volunteer driver's car.

Vehicles

The vehicle used to transport must have a current license and registration and be in good repair and operating condition. It must be equipped with at least one first aid kit and emergency devices to alert other drivers of an emergency. Make sure you bring along the health history and emergency information for each child in the vehicle. You must also be able to call for emergency help if needed. If a cell phone is not available, have the proper change to use for a pay phone.

Vehicles owned or operated by the center must be in proper working order as defined by the State Patrol's Commercial Vehicle Inspection office. You must ensure all equipment originally on the vehicle when it was manufactured is working. This includes:

- ◆ Brakes and emergency brake
- ◆ Headlights, brake lights, turn signals, and emergency flashers
- ◆ Windshield wipers



Your center is ultimately liable for the children's safety, even if they are in a volunteer driver's car.

- ◆ Interior and exterior rear view mirrors, and
- ◆ Spare tire, in good condition and properly inflated.

Maintain a regular maintenance schedule and check oil, radiator, transmission, and brake fluids before transporting children.

Passenger Restraint Systems

The 2001 Washington State Legislature passed a law outlining requirements for restraining children who are passengers in vehicles. This law (RCW 46.61.687) applies to anyone transporting children in a vehicle, including parents and child care providers.

You are required to meet the following child passenger restraint system requirements when transporting children:

AGE	Less than 1 year	More than 1 year, but less than 4 years	At least 4 years, but less than 6 years	Six years or older
WEIGHT	Less than 20 pounds	At least 20 pounds, but less than 40 pounds	At least 40 pounds, but less than 60 pounds	More than 60 pounds
RESTRAINT REQUIREMENT	Rear facing infant seat	Forward facing child safety resistant seat	Child booster seat	Properly adjusted and fastened vehicle safety belt-OR- Properly fitting booster seat

The child passenger restraint system requirements in RCW 46.61.687 applies to everyone except:

- ♦ For hire vehicles such as buses or taxis;
- ♦ Vehicles designed to transport sixteen or less passengers, including the driver, operated by auto transportation companies, as defined in RCW 81.68.010;
- ♦ Vehicles providing customer shuttle service between parking, convention, and hotel facilities and airport terminals.

Contact your local Washington State Patrol office for more information.

Staff-to-Child Ratio on Field Trips

When you transport children, you must maintain the staff-to-child ratio established for the youngest child in the group. Children must not be left unattended in a motor vehicle.

Volunteers, assistants, and aides may be drivers on field trips if they have a valid Washington state driver's license and current liability and medical insurance. However, all volunteers and assistants must be supervised by a lead teacher; therefore, someone with lead teacher qualifications must be in each vehicle (this includes a current First Aid/CPR certification).

Note: For safety reasons it is a good idea to have an additional staff person accompany the driver, especially in vans. The driver is not easily able to supervise children and drive.

Tips to Help Field Trips Go Smoothly

- ♦ Make sure the place you are visiting knows you are coming and that they are ready for you. Let them know the size and age range of your group.
- ♦ Double check parking locations, transit schedules, routes and stops, admission fees, and starting and ending times for scheduled events.
- ♦ Let children know ahead of time where they will

be going. Discuss some of the things they might see and invite family members to join you.

- ♦ Let the parents know where you will be going, the day and time you will be gone, and whether they need to send a sack lunch or money.
- ♦ Post a sign-up sheet or distribute permission slips to get parents' written permission for their child to go on the trip.
- ♦ Buy a large number of brightly colored T-shirts for the children to wear with the center's name on them. Distribute them to the children right before the field trip to put over their clothes, and collect them when you return from the field trip so you can wash them and have them ready for the next one (it is easier to spot your children in a group if they are all wearing the same color T-shirt).
- ♦ If you need parent drivers, have parents sign up indicating the number of seat belts available. All vehicles must be insured and well maintained.
- ♦ Make up a file ahead of time for each driver that includes a copy of their driver's license and a copy of their automobile liability and medical insurance.
- ♦ Prepare for the possibility of a long waiting period with little to do. You might bring along art materials for children to draw what they are seeing.
- ♦ Plan follow up activities after the trip. Children can discuss, draw and write or dictate stories about what they saw and did on this trip.

Prepare Children In Advance

Know your children. Off-site trips become easier after the children become comfortable with you and your rules. Children and adults will enjoy themselves more if you have discussed the following ahead of time:

- ♦ Staying with the group (have children hold hands with a partner)
- ♦ Proper behavior when traveling in someone's vehicle or in a public place
- ♦ What to do if they get separated from the group
- ♦ Using the bathroom when they have a chance, and
- ♦ How to respond if a stranger calls out to them.

On the day of the trip, put tags on all children, giving the center's name, address, and phone number. Do not write children's names, addresses, or home phone numbers on the tags.

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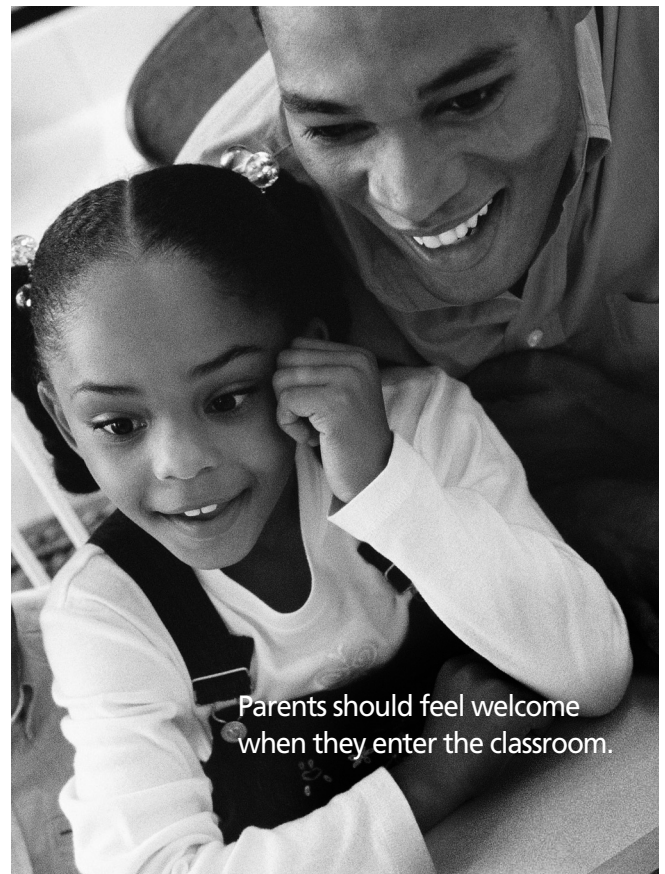
WAC 170-295-2080

What must I communicate to parents?

- You must have written documentation signed by the parent in each child's file stating that you have:
 - Explained to the parent the center's policies and procedures
 - Discussed the center's philosophy, program and facilities
 - Advised the parent of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs, and
 - Encouraged parent participation in center activities.
- You must also give the parent the following written policy and procedure information:
 - Enrollment and admission requirements
 - The fee and payment plan
 - A typical activity schedule, including hours of operation
 - Meals and snacks served, including guidelines on food brought from the child's home
 - Permission for free access by the child's parent to all center areas used by the child
 - Signing in and signing out requirements
 - Child abuse reporting law requirements
 - Behavior management and discipline
 - Non-discrimination statement
 - Religious and cultural activities, if any
 - Transportation and field trip arrangements
 - Practices concerning an ill child
 - Medication management
 - Medical emergencies
 - Disaster preparedness plan, and
 - If licensed for the care of an infant or toddler:
 - Diapering
 - Toilet training, and
 - Feeding

Parents are the child's first and most important teachers and have the greatest influence in their children's lives. In order to meet the needs of children in your care, you and your staff will want to establish a positive relationship with each child's family.

Best Practice: Teachers and families work closely in partnership to ensure high quality care and learning experiences for children and parents feel supported and welcomed as observers and contributors to the program. Caregivers need to listen to parents, seek to understand their goals and preferences for their children, and respect cultural and family differences. Parents should feel welcomed when they enter the classroom. Parents should be encouraged to observe, eat lunch with their child and/or volunteer to help in the classroom.



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