

Field Trip & Community Outing Policy (6.2)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this Field Trip & Community Outing Policy is to provide clear guidelines for planning, approving, and conducting off-site activities at Good Days Adolescent Special Needs Center (GDC). Field trips and community outings are designed to enhance students' life skills, independence, and social development while ensuring their safety and well-being.

Section 1: Policy Statement

GDC believes that structured community experiences are essential to helping adolescents with special needs apply skills learned in the Center to real-world environments. All outings must be educational, therapeutic, and appropriately supervised. Safety and accessibility are the highest priorities.

Section 2: Approval Process

All field trips and community outings must be approved by the Director prior to scheduling. Each trip requires completion of the Field Trip Request Form (E14) and submission of a detailed itinerary, staffing plan, and transportation arrangements.

Approval procedures include:

- Submitting the Field Trip Request Form at least two weeks in advance.
- Identifying educational or therapeutic objectives for the outing.
- Verifying accessibility, safety, and suitability of the destination.
- Ensuring sufficient staff-to-student ratios based on supervision needs.
- Obtaining written parental/guardian consent using the Field Trip Permission Form (E15).

Section 3: Supervision and Staffing

Adequate supervision must be maintained at all times during off-site activities. Staff must be familiar with the specific needs and behavior plans of participating students.

Requirements include:

- A minimum staff-to-student ratio of 1:3 (or lower for higher-need participants).
- At least one staff member certified in first aid and CPR present at all times.
- Clear communication plans between staff, the Center, and parents.

- Emergency contact information and medical forms on hand for all students.

Section 4: Transportation Safety

Transportation arrangements must comply with state and local safety regulations. Only approved vehicles and licensed, insured drivers may transport students.

Transportation guidelines include:

- All vehicles must be clean, in good working condition, and equipped with seat belts.
- Students must remain seated and buckled during transit.
- Staff must conduct headcounts before departure, upon arrival, and before returning.
- Emergency supplies and first aid kits must be available in each vehicle.

Section 5: Student Participation

Participation in field trips is voluntary and contingent upon parental consent and student readiness. Staff will assess each student's ability to participate safely and appropriately based on behavioral and therapeutic considerations.

Participation criteria include:

- Completion of the Parental Permission Form (E15).
- Review of the student's health and behavioral plan.
- Agreement to follow all Center and outing rules.

Section 6: Emergency Procedures

In the event of an emergency during an outing, staff must follow established Center protocols. The supervising staff member will contact the Director immediately and ensure appropriate medical or safety measures are taken.

Procedures include:

- Carrying emergency contact and medical information for all students.
- Reporting incidents immediately to the Center.
- Completing an Incident Report Form (E4) upon return.
- Notifying parents/guardians as soon as practical.

Section 7: Behavioral Expectations

Students are expected to follow behavioral guidelines during all outings. Staff will provide support and redirection consistent with each student's

individualized plan. Students exhibiting unsafe or disruptive behavior may be excluded from future trips.

Section 8: Cost and Accessibility

All efforts will be made to ensure that community outings are accessible and affordable for all students. Families will be notified of any associated costs in advance, and financial assistance may be available through the Good Days Foundation when applicable.

Section 9: Documentation

All field trips and community outings must be documented using the Field Trip Summary Form (E16). The summary should include attendance records, behavioral notes, and any incidents or notable outcomes for program review.

Section 10: Acknowledgment

All staff must review and acknowledge this Field Trip & Community Outing Policy during onboarding and annual training. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026