



Rules & Regulations for Trips

A. PRE – TRIP PREPARATION

- 1) Trips must be within the 5 boroughs. If you wish to schedule a trip outside of New York City, you must get written approval from Marisol De La Rosa, Chief Program Officer, Champions Programs.
- 2) Prior to the trip, the Afterschool Program Director (ASPD) must complete the trip itinerary and trip protocol and submit it to the Program Manager. This itinerary should be planned in conjunction with the children whenever possible. The itinerary will allow for the increased awareness of the group's whereabouts.
- 3) **STUDENTS ARE TO RECEIVE A NEW YORK EDGE PERMISSION SLIP WITH TRIP DETAILS AND PARENTAL PERMISSION FOR CHILD'S PARTICIPATION ON ALL OFF – SITE TRIPS.**
 - a. **A MASTER ROSTER IS TO BE MADE PRIOR TO EVERY TRIP WITH CHAPERONE/STUDENT ASSIGNMENTS.**
 - b. **PERMISSION SLIPS ARE TO BE COPIED. THE ORIGINAL PERMISSION SLIPS ARE LEFT AT THE SITE, IN THE CHAMPIONS CLUB OFFICE: THE COPIES ARE TAKEN ON THE TRIP BY THE TRIP LEADER.**
 - c. **PERMISSION SLIPS MUST BE DISTRIBUTED AT LEAST THREE (3) DAYS BEFORE THE TRIP.**
 - d. **PERMISSION SLIPS ARE DUE BACK TO THE ASPD AT LEAST ONE DAY PRIOR TO THE TRIP. ASPDs SHOULD ONLY ACCEPT PERMISSIONS SLIPS ON THE DAY OF THE TRIP IN EXTREME CIRCUMSTANCES.**
 - e. **ALL TRIPS MUST BE SUBMITTED AND APPROVED BY SENIOR PROGRAM MANAGERS AT LEAST ONE WEEK IN ADVANCE.**
- 4) Prior to leaving the site, the ASPD/or trip supervisor will check to be sure that the group is adequately staffed for travel. Each student must have an ID with the site, site address, site phone number, and the phone number to the New York Edge office. The staff to student ratio

should be at least 1 staff member to every 5 students (1:10 for HS students). This ratio should not include the trip supervisor or any volunteers/parents/coaches.

- 5) ASPD will check to be sure that the First – Aid kits are appropriately stocked and included for travel, with phone number of site and New York Edge, a copy of all permission slips, approved trip paperwork, medical/allergy information of students, lost child policy and incident report forms.
- 6) The trip supervisor will receive travel directions and will inform staff.
- 7) Each staff member is required to know the on site phone numbers, ASPD cell number, and New York Edge number.
- 8) In addition, each staff member is required to know: trip protocol, transportation safety plan, Buddy System,” and “Lost Child Plan” (see attached).
- 9) Participants on a trip where food is provided are required to have a staff member with Food Protection Certification.

B. BUDDY SYSTEM ON LAND:

- 1) Regardless of the type of transportation used – walking, subway (HS students only), or bus – all children are assigned a “buddy” and travel partners. The group is preceded and followed by one or more staff at all times. Also there should be staff members on both sides acting as the “wings” to ensure that the children do not wander off on their own. Staff will take a head count prior to leaving to determine the exact number of children participating.
- 2) Children remain in pairs with their “buddies” as the group moves through the streets, uses transportation, and arrives at the trip site.
- 3) All activities at the trip site are done using the “Buddy System.” This includes use of the bathroom and refreshment areas.
- 4) On a signal from the Trip Supervisor (the raising of the leader’s hand and / or a verbal command) all members of the group must find their “buddies”, become silent and pay attention to the leader. A head count will be taken to determine whether all children are present. In the event that a child is missing, the “Lost Child Plan” will go into effect.

C. WALKING: GUIDELINES

- 1) All children must stay on the sidewalk with their “buddies”. All children must walk, not run.
- 2) Groups must stop at street corners and wait for the Trip Supervisor at the head of the line to determine when it is safe to cross the street. When the light is green and there are no oncoming vehicles, the Trip Supervisor will lead the group across the street. The group waits until all children and staff have safely crossed the street before continuing.

- 3) For intersections where there is no light, a staff member will halt traffic to permit the safe crossing of the group.

D. SUBWAY TRAVEL: GUIDELINES (HIGH SCHOOL GROUPS ONLY)

- 1) Please note: All Subway trips must be pre-approved by Sr. Director, Champions Programs.
- 2) When a group enters the subway station students remain in line with their “buddies” under the supervision of a staff person while the Trip Supervisor presents the subway pass and gives the approval for the group to travel.
- 3) The group then proceeds through the Emergency Entrance/Exit Gate with one staff person in the lead, and one in the rear to ensure that all students enter safely.
- 4) Once inside, the group stands against the wall as far from the tracks as possible.
- 5) After the train has pulled into the station and come to a complete stop, the Trip Supervisor will determine if it is the appropriate train, and then signal the staff persons to proceed onto the train
- 6) **NO STUDENT MAY MOVE TOWARD THE TRAIN UNTIL HE/SHE IS TOLD TO DO SO BY THE TRIP SUPERVISOR!**
- 7) The staff person at the front of the line holds the subway car door open until all students have entered safely. The staff person at the rear of the line checks the platform to be sure all children have boarded.
- 8) The entire group is to ride in one car unless determined to be impossible by the Trip Leader. If more than one car is to be used all staff and students will follow instructions from the Trip Leader to ensure that there is adequate supervision of all students by the staff.
- 9) If at all possible, students should find a seat on the train. If students must stand, they should hold onto a pole in small groups with their staff supervisor.
- 10) No one is permitted to ride between cars.
- 11) No one is permitted to put any part of his/her body out of the windows or doors.
- 12) A staff person will alert all students to prepare for exiting just prior to the appropriate stop.
- 13) When the train has come to a complete stop, the Trip Leader leaves the train first and stands on the platform to direct students to stand with their “buddies” against the far wall. (On two track platforms: Students will be directed to stand in the center safely away from the tracks). An assigned staff person holds the door open to ensure that all the students leave the train safely. This staff

member should not allow the train to leave until all students are accounted for on the platform. A third staff member surveys the train to be sure all students have exited.

14) The Trip Supervisor will do a head count prior to instructing the group out of the station. In the event that a student is missing, the "Lost Child Plan" will go into effect immediately.

Please Note: Prior to subway travel, all students are informed that if they ever become separated from the group by getting off the train at a stop early, they are to wait at the Token Booth where a staff member will be sent to find them. If they miss the stop that the group gets off, they are instructed to wait at the Token Booth at the next stop.

15) Following the "Buddy System" check and head count, all students will be led out of the train station with their "buddies." Again, a staff person will head the line and one will bring up the rear to ensure that all students exit safely.

16) Once out of the station, the group will proceed following the "WALK GUIDELINES" described earlier.

E. SCHOOL BUS SAFETY

- 1) Students may not enter a bus if the driver is not on the bus.
- 2) Students must go directly to a seat with their buddy. Standing is never permitted when the bus is in motion and only with the Trip Supervisor's approval when the bus is stopped.
- 3) No part of the body should be placed outside the bus windows at any time.
- 4) Staff must continuously supervise the students.
- 5) All staff should assist by ensuring all safety procedures are followed.
- 6) Upon site arrival and prior to bus departure, the Trip Leader must do one last check of the bus to ensure all students and property are off the bus.

F. ELIJAH'S LAW

- 1) Elijah's law refers to how to recognize signs and symptoms of severe allergic reactions, including anaphylaxis, and measures to take to prevent a severe allergic reaction or death by administering an epi-pen injection.
- 2) A First Aid certified staff member trained on administration of an epinephrine auto-injector (epi-pen) should be a part of the trip staff and must be present during all hours the child with the potential emergency condition is in care.
- 3) The program must immediately contact 911 after administration of epinephrine.