

## California Department of Education Field Trip Guidelines

[View the full version of the California Department of Education After School Division Field Trip and Recognition Policy Guidance](#)

### After School Education and Safety Program (ASES)

[View the full version of the California Department of Education Frequently Asked Questions.](#)

FAQ Highlights...

#### ■ Allowable Costs

**Question:** What are the allowable costs for after school programs?

**Answer:** Pursuant to California *Education Code* Section 8482.3(c), each component of a before or after school program shall consist of the following two elements:

(1) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science. (2) An educational enrichment element, that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

The general principles for determining allowable costs should meet the following general criteria:

- Be **necessary** and **reasonable** for **proper** administration of state awards in meeting the components of the before and after school program.
- Be **consistent with policies and procedures** that apply uniformly to other activities of the governmental unit.
- Be **adequately documented**.

There are circumstances, such as educational field trips, where it is not immediately clear whether a cost is allowable. In those situations, the California Department of Education After School Division interprets “allowable costs” to mean that as long as the grantee and/or the contractors are able to document and demonstrate that a particular event is part of a lesson plan that has specifically stated educational objectives, it can be allowed. However, all allowable expenses are determined by the auditor based on the documentation for a particular event that shows the costs to be necessary and reasonable.

Note: The guidance is designed to provide that the categorical funds are only used for meeting the program requirements.

### ■ Professional Development Days

**Question:** Are ASES programs permitted to close at any time during the school year?

**Answer:** Yes, after school programs may choose to be closed for up to three days per year for the purpose of providing professional development to program staff using funds from the local grant award (*EC* Section 8483.7[1][C]). Student attendance cannot be counted on the days the program is not in operation.

Parents must be notified in advance of the planned professional development days to allow ample time for them to make alternative arrangements for their child(ren) for the after school hours on these designated days. All professional development training must be included in the program plan and listed on an annual calendar.