

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Field Trip Site Selection and Request
Revised: February, 1998; May 30, 2001; February, 2005; February 2010

REGULATION REFERENCE:

45CFR Part 1304 (Nov. 1996) Performance Standards 1304.21(c)(1)(ii-iv), 1304.22(d)(1)

POLICY:

Field trips are used to expand the curriculum and provide opportunities for new experiences. Each class will have the opportunity to participate in one field trip per month.

PROCEDURE:

1. The ECD Component Staff will meet with each teacher during the first two weeks of start-up to tentatively schedule field trips for the year. Staff will consider areas of interest that the children could walk to or possibilities of trips that the parents could assist with the transportation. Trips will be limited to **no more than one per month**. All trips during the year (with the exception of one longer trip per year) must be limited to within 25 miles of the Head Start center
2. The site selections must be suitable to meet the purpose/goal of the trip and needs of the children. A good trip concerning any holiday of the year is a program presented to nursing home residents. This promotes cultural awareness and ethnic pride while being educational. When planning field trips in preparation for Christmas, **DO NOT** plan trips to "go see Santa." Ask a Santa to come to the center.
3. As Teaching Staff plan field trips that require funds, a field trip check will be issued to the Teacher in the amount requested up to five dollars (\$5.00) per child in the class. This money will be used to enhance field trip experiences for the children: extra food, supplies, treats, or admissions. The teaching staff will set up a file for all receipts concerning this money to be turned in to Central Office.
4. To begin making arrangements for a trip, the teacher will visit or make telephone contact with the proposed field trip site to make reservations or other special arrangements.
5. Other field trip related logistics, such as food arrangements, costs, and scheduling, will be coordinated by the teaching staff.

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6. **At least two weeks** before the scheduled field trip, the teacher will complete the "Field Trip Request" form, (see next page) and fax it to Central Office to the Assistant Director for ECD.
7. The Assistant Director for ECD will review the request, meet with the Assistant Director for Child Health Services for approval of food arrangements (if necessary), give copy to the Area Manager, post the information on the "Field Trip Calendar" in the Central Office, and fax a copy of the completed Request Form to the teacher. (A copy will be filed in the Central Office.)
8. The teaching staff will file a copy of the form in the center.
9. If there are any changes in the trip (canceling, postponing, time change, etc.) the Assistant Director for ECD **MUST** be contacted.

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FIELD TRIP REQUEST FORM

Teacher _____ Date submitted: _____

Destination _____ Date of field trip: _____

Address: _____ Phone # of destination: _____

Departure time: _____ Return time: _____

FIELD TRIP CHECKLIST (all items must be checked before submitting to the AD/ECD)

_____ What is the Educational Objective or goal of this field trip? _____

_____ The proposed location has been contacted to make reservations or other arrangements.

(Check only one of the following two choices)

_____ Class will walk to location

_____ Special arrangements have been made with parents to provide transportation

_____ Food arrangements (be specific listing the food and the source of the food): _____

_____ Any proposed costs (how much and source of funds)? _____

_____ Parents will be notified of the field trip by: _____ (date)
(Parents **must** be notified in writing at least five school days before trip.)

CENTRAL OFFICE USE ONLY:

_____ Information is posted on "Field Trip Calendar."

_____ Area Manager has received a copy.

_____ Final copy faxed to center _____ (date)

Assistant Director for Child Health Services Approved/Disapproved _____
Date

Assistant Director for Early Childhood Development Approved/Disapproved _____
Date