

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Field Trip Planning and Parent Notification
Revised: February, 1998; February, 2005; February 2010

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.21(c)(1)(ii-iv), 1304.22(d)(1), 1304.22(f)(1), 1304.22(b)(2); DHS Tennessee Licensure Rules

POLICY:

Field trips will be planned to expand the curricular and social experiences of the children. Field trips will be arranged for places close enough to the center for the children to walk or special arrangements will be made for parents to transport their own children to and from the location.

Parental permission must be obtained **before** a child can participate in a field trip. Parent permission for field trips is included in the "Agreement" form signed when children enroll. In addition, parents will be notified of each trip at least five school days prior to the field trip. Adult/child ratio must be at least double the regular ration of 1/10 on all field trips.

PROCEDURE:

Teachers will give close attention to planning activities, pre-departure preparations/activities, trip activities, and follow-up activities. Specific guidance is stated below:

Notification:

1. Teachers will send the "Field Trip Notification/Permission" form, to each child's home at least five school days before the field trip.
2. Responses from parents must be in the teacher's possession at least one day before the scheduled field trip.
3. On the day before the trip, if any children have not returned a signed permission form, a staff person **must** contact these parents by phone or in person to get verbal permission for the child to go on the field trip (**ONLY** if the class is walking to the destination). In this case, the "Southwest Head Start Field Trip Permission by Phone or in Person" must be filled out and signed by the staff person making the contact.
4. Signed consent forms must be taken on the field trip.
5. Signed consent forms will be filed in the child's classroom file after the field trip is completed. (There must be a form in every child's folder whether he participated or not.)
6. **Important! Due to insurance regulations, only children enrolled in Head Start and their parent/guardians are allowed to participate in SWHRA sponsored field trips.**

Pre-departure activities:

1. Determine vocabulary and discovery opportunities for children.
2. Provide activities in classroom centers related to the field trip.
3. Discuss the proposed field trip and transportation with the children. Establish and discuss with children simple rules of conduct and safety.

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4. Place a Southwest Head Start Tee Shirt on each child before departure or place on the child as soon as child arrives at the location if parent is providing transportation (see Policy & Procedure—"Tee Shirts (Use & Care)").
5. If you take food or drinks, make necessary arrangements to transport (example: coolers with ice).
6. Take the teachers' playground whistles to use in an emergency or to quickly get the group's attention. Also, take tissues, baby wipes, and baggies.

Field trip activities:

1. Allow children the time and opportunity to explore and seek their own information.
2. Provide guided opportunities through a series of open-ended questions on what children see and do.
3. Provide specific tasks for children to accomplish during the field trip.
4. Provide opportunities for sharing experiences while still at the site. Encourage exchange of information and observations with other children and with adult leaders.
5. **Important! Due to the "smoke-free environment" regulation, tobacco use is prohibited during field trips.**

Follow-up activities in the classroom:

1. Provide a variety of opportunities for children to describe their experiences.
2. Adapt experiences to help children build upon what they have learned.
3. Use activities such as experience chart stories to emphasize what children learned and to record their observations.

Lesson plans:

1. Pre-departure activities, field trip activities, and follow-up activities should appear as a part of the "Weekly Lesson Plan."
2. Behavioral objectives must be included on lesson plan form.
3. Songs, stories, fingerplays, and expected activities will appear on the lesson plan.

SOUTHWEST HRA HEAD START FIELD TRIP PARENT NOTIFICATION/PERMISSION

Child's Name: _____ Teacher: _____

Our class is going on a field trip!

Where: _____ Date: _____

Address: _____

Purpose of this Field Trip: _____

Time to meet at field trip location: _____

Time of return to the Head Start Center: _____

This field trip is being planned for Head Start children ONLY. In compliance with TN DHS Licensure Rule 1240-4-3-.05(5)(3) and Head Start Policies as stated in the Parent Manual (page 3), no other children (siblings) will be allowed to participate on this field trip.

Teacher, check one statement below:

_____ Field trip location is close to center—the class will walk

_____ Field trip location is too far away to walk—**parents must provide transportation**

Parents, please initial the appropriate statement(s) below, sign, and return this permission form to the Head Start Center by _____ (date).

_____ (Check ONLY if class is walking to destination—see above) I give my permission for _____ (child's name) to walk with his class on this field trip.

_____ I give my permission for my child to go on this field trip; I will be responsible for my child's transportation to and from the field trip location if class cannot walk (see above).

_____ I give my permission for my child to go on this field trip; I cannot personally provide transportation -- I have made arrangements for this person to transport my child for me:

_____ (name of person)

_____ (relationship of this person to child)

_____ I give my permission to allow the Head Start Staff to secure needed emergency medical care in case of emergency if I am not present nor cannot be contacted.

_____ My child will not be going on this trip. He/she will stay at home the day of the trip.

Parent Signature

Date

**SOUTHWEST HRA HEAD START
FIELD TRIP PERMISSION FORM
BY PHONE OR IN PERSON**

Child's Name _____ Teacher: _____

Parent's Name: _____ Date: _____

The SWHRA Head Start Program did not receive a returned, signed field trip permission form for the above named child for the following reason: (check one)

- Child lost the permission form.
- Parent forgot to send back to the center.
- Other: _____

Our class will walk to the destination of this field trip. Verbal permission was given for this child to go on this field trip by:

_____ (Parent or guardian)

Signature of Head Start Personnel making contact with the parent

Date