

Home Base Field Trip Notice

Date _____

Dear Parent/Guardian:

The Head Start children will be taking a field trip to

_____ on _____

We will leave at _____ and return at

approximately _____.

Thank You!

Staff

**Note: Minutes of the Local Unit approving this request must be attached.
Field Trip and Event Request Form Protocol**

FIELD TRIPS

- A. A field trip is a fun way for children to experience new and different activities. Field trips conducted during class time need to be kept at about 30 minutes & within a 30 mile radius of the Center.
- B. Only one field trip experience per classroom/combination day.
- C. A child's participation on any field trip experience is contingent upon prior notice given to parents and written approval from the parents prior to each trip.
- D. Field trips will be planned at parent meetings.
- E. Field trips will be listed on the parent's monthly calendar that is given to parents with a copy being sent to the central office.
- F. Written notification will be given to families and sent to the area manager and central office one (1) week prior to the field trip. (walking and non-walking)
- G. Signed permission slips should be kept in each child's file at the center following the completion of the field trip.
- H. Center teacher can plan walking field trips as part of the lesson plan as part of the learning experience that day with manager approval. (Under 30 minutes)

The field trip request form may be used by any parent group to request a field trip for a center base, combination or home base group. Four off-site field trips are allowed each program year (2 fall and 2 spring). Program funds may be used to pay for trips based on available funding – the program can only pay for the enrolled child(ren) and up to two parents/guardian if there is a cost associated with the trip. Program transportation guidelines are followed.

The person/group requesting the Field Trip completes the form and then turns it into the Area manager who will turn it into the office for approval. The following information is considered: Appropriateness of Event, Location, Transportation Cost/Payment, Food, Staffing Required, Child Care. A decision will be made and noted on the form as well as any follow-up instructions. Once the form has been reviewed a copy will be returned to the Area Manager

If there is a program cost associated with the field trip, the request form goes to the fiscal office.

If there is food associated with the event, please complete the Meal Request portion of the Field Trip/Event Request form. This will be reviewed by the nutrition coordinator for approval

If the request is denied the field trip/event will not take place.

The staff/area manager will attach a copy of the approved form to any bills or receipts to be turned into the Fiscal Office for payment

The completed Field Trip/Event Request Form will be held in the Fiscal Office and attached to the voucher for payment when the bill is received.