

 Policy #: E-7	Effective Date: 5/29/97	Page #: 1 of 5
Ref #:	Policy Council Approval Date: 8/28/07, 2/26/08,7/28/09	Revision Date: 4/12/07, 8/16/07, 2/13/08, 07/01/09,

COMPONENT: EDUCATION

SUBJECT: FIELD TRIPS & PARTIES

PERFORMANCE OBJECTIVES: Field trips are to ensure children have learning experiences outside of the classroom. Parties are encouraged for children to experience the joy of celebration. Parties are not to be used to have an abbreviated daily schedule; however, they must be integrated into the regular daily curriculum as a learning experience.

OPERATIONAL PROCEDURE:

A total of two field trips a month is required. At least one fieldtrip is to be planned to visit events and places within the surrounding areas. The other fieldtrip can be an outside speaker who visits the center and shares information relating to the theme being studied. This will involve the community as well as generate non-federal share for each classroom.

The fieldtrip authorization form must be submitted via email to Education Manager once a month and are due by the 10th of month unless unforeseen circumstances/opportunities arise. Fieldtrip request will not be accepted by telephone or fax.

Teachers must submit receipts for all monies to the **Highland Rim Economic Corporation Bookkeeper**. Any unspent funds will be returned to HREC. There are not to be any taxes paid with federal dollars. Lead teachers are responsible for all monies if taxes are incurred.

Parties

Parties should be held after lunch only and kept to a maximum of 1-1/2 hours with the exception of Christmas. Party days should follow the normal daily schedule, if at all possible. The program's approved menus for breakfast, lunch, and snack will be followed. Party foods may be served in addition to, but not instead of, afternoon snack foods, with prior approval from the Education Manager (See Christmas party exception below).

Due to children with food allergies, the food will need to be store bought with ingredients labeled on container. This is to ensure the food has been prepared in the safest environment, and licensed through the Health Department.

Parents who attend parties may wish to carry their children home with them at the conclusion of a party. Parents who are unable to attend will not be asked to make arrangements for their child to be picked up early. The daily schedule, including the bus route, will be followed.

The only exception to the above concerns the Christmas party schedule. Typically, centers who follow the public school systems may comply with the tradition of early-morning Christmas parties and early dismissal.

All parties must be included on Lesson Plans and must be approved by the Education Manager or designee.

Funds Requested: _____

FIELD TRIP AUTHORIZATION FORM

Date of Request: _____ Center Name: _____ Date Rec'd: _____

Person Completing Request: _____

When are the funds needed (date)?: _____

Who is responsible for obtaining and verifying receipts? _____
(Full name)

Date of field trip: _____ from _____ a.m. until _____ p.m.

Destination: _____

Give complete directions in the space below for destination emergency phone numbers and contact person: _____

Transportation: Head Start Bus (es) _____ Name of Driver (s): _____

Who will provide lunch or snack? _____

Adults going on field trip as supervisors for children? _____

Any special accommodations, equipment, etc. required for children with special needs or disabilities? Specify: _____

Current Unit Topic: _____

Purpose of this field trip. Describe how this field trip will correlate to classroom activities:

What are your learning goals for this field trip?

1. _____
2. _____
3. _____

List introductory activities you will plan before the trip: _____

WE'RE GOING ON A FIELD TRIP!

I give my child, _____
(Child's Name)

Permission to accompany his/her class on a field trip
to: _____

(Destination)

Date: _____ Day of Week: _____

Time of Departure: _____

Time to Return: _____

Photos will be taken on Field Trip? YES _____ NO _____

I give my permission for photo's to be taken. YES _____ NO _____



Signature of Parent/Guardian

Date

Permission slip must be signed and returned to the center or your child will not be allowed to participate in the field trip.

WE'RE GOING ON A FIELD TRIP!

I give my child, _____
(Child's Name)

Permission to accompany his/her class on a field trip
to: _____

(Destination)

Date: _____ Day of Week: _____

Time of Departure: _____

Time to Return: _____

Photos will be taken on Field Trip? YES _____ NO _____

I give my permission for photo's to be taken. YES _____ NO _____



Signature of Parent/Guardian

Date

Permission slip must be signed and returned to the center or your child will not be allowed to participate in the field trip.