

Head Start Field Trip Request

(Hot Sheet)

CF/O-21 Revised 1/16

(mandatory)

This form is used to request approval to conduct a field trip with Head Start children.

Form must be submitted to Director II or designee four (4) weeks in advance of scheduled field trip. If the bus will be used, obtain confirmation of availability prior to submitting Field Trip Request for approval.

GENERAL INFORMATION:

- Center: Enter the Head Start center's name.
- Field Trip Date: Enter the date of the planned field trip.
- Destination: Enter the location's name
- Address: Enter the physical address of the field trip location.
- Field Trip Site Contact Person/Phone: Enter the name and phone number of the contact person at the field trip site.
- Departure Time: Enter the time that the class will leave the center to begin the field trip. Note that a bus evacuation drill must be conducted on the first fieldtrip of the school year. Plan times accordingly.
- Return Time: Enter the time that the class will return to the center.

LOGISTICAL INFORMATION:

- Transportation: Indicate the mode of transportation to be used with a checkmark: parent transportation, walking, or Head Start Bus
 - Attach map of planned route if walking
 - Attach bus reservation confirmation if utilizing bus
- Field Trip Site: Indicate if fees must be paid for this field trip. Attach a purchase requisition if so. If the field trip site requests proof of SCOE insurance, attach a certificate of insurance request form.
- Sack Lunches: Indicate if sack lunches are needed and include a copy of the menu.
- Kitchen notified: Indicate whether the kitchen has been notified of need for sack lunches. Staff is responsible to notify kitchen in advance based on vendor's requested notice.
- Person Completing Form: Enter the name of the staff person.
- Enter the name of the staff person who visited the field trip site in advance of the field trip and certifies that the site is developmentally appropriate and safe.
- Flier created: Indicate if you have already created a parent notification flier. Attach if yes and include an administrative assistant work request if not.
- Permission Slips: Indicate whether permission slips have been prepared. Attach a copy.

EDUCATIONAL PURPOSE AND INFORMATION

- Educational Objective(s): Indicate the learning objective(s) for the trip. What will the children learn?
- Planned Learning Experiences: What will take place on the field trip. What activities will the children will do?
- Changes to daily schedule: Indicate any changes that will be made to the schedule to accommodate the field trip.

- Follow Up plans: Indicate what will occur back at the center to reflect on the field trip and relate back to the learning objectives. Attach activity plan.

APPROVALS

- Indicate which staff person visited the field trip site and determined that it is safe and developmentally appropriate for Head Start children
- The person completing the Field Trip Request signs and dates the form.
- Master Teacher reviews the request and once approved, signs and dates the form
- DeArmond Admin Team member signs and dates the form with the date received
- Director II reviews the requests and approves the field trip by signing and dating the form