

Tri-County Community Council
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: C-Education and Child Development Program Services
Section: 1302.32 Curricula
Subject: Fieldtrip Request

Policy:

The Head Start/Early Head Start Program uses field trips to expand the curriculum and provide opportunities for new experiences for the children. The program plans field trips in the local counties in which we provide services such as Holmes County, Washington County, and Walton County. Field trips must be pre-planned and documented on lesson plans.

Procedures:

1. Center Director and teachers will collaborate to decide on the field trips taken during the school year.
2. Center Director and teachers will complete a Fieldtrip Request Form by the 25th of the month prior to the field trip and submit the request form to the Education Coordinator for approval. The Center Director will provide the necessary information about the event or facilities of the field trip along with the request. The request will indicate the mode of transportation by either bus or walking.
3. The Education Coordinator will review the request and forward the approval/disapproval back to the Center Director. If the Education Coordinator approves the field trip, the Center Director will request a credit card from the Head Start/Early Head Start Director to pay for the field trip.
4. The Education Coordinator will give the approved request to the Center Director to make necessary arrangements for the field trip.
5. The Center Director will inform the cook of a menu change for the field trip.
6. The Center Director will complete the field trips planning such as transportation, reservations, and scheduling.
7. The Center Director will return receipts and/or cash to the Head Start Administrative Assistant. The Head Start Administrative Assistant will turn in receipts and /or cash to the Administrative Assistant at Tri-County Community Council in Bonifay.

***Note: The definition of a field trip is anytime children leave the center for a planned activity, excluding medical or dental visit.**