

Standard Operation Procedure Field Trips

1. Classroom teachers are required to submit a field trip request form to the Early Education Supervisor (EES) at least 2 weeks in advance for approval.
2. EES will make copies of approved requests for Teacher, Driver, Cook FCM, and Director of Children's Services. If FCM is requested to drive the bus, EES will contact Family Services Specialist. EES will verify availability of driver on requested day. Unapproved requests are sent back to the teacher with an explanation.
3. Upon approval, permission slips are sent home to the parents for their approval and completion of emergency contacts for the day.
4. The teachers take the first aid kit, permission slips, emergency contacts, Emergency Medical & Transport Authorization form, and any necessary medical supplies for each child and staff on the field trip.
5. All field trips must be within the state, within one hour from the center and be of educational value in nature.
6. In regards to busing, seating priorities are as follows: children, staff, parent volunteer for the day, and then other parents as seats are available. At no time can any other siblings ride the Head Start bus for a field trip.