

**SEQUATCHIE VALLEY HEAD START  
STAFF REQUEST FOR A FIELD TRIP**

ECD Dept ( )      File Copy ( )

Center: \_\_\_\_\_ Lead Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Field Trip Site & Contact: \_\_\_\_\_

What will the children learn from this field trip? (Please List)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Number of Children to Attend: \_\_\_\_\_ Miles to Travel (One Way) \_\_\_\_\_

List Staff to Participate

\_\_\_\_\_  
\_\_\_\_\_

Parents / Guardians to Participate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Children that do not receive parent permission to accompany the class will be taken care of by:  
(List Two Qualified Adults)

\_\_\_\_\_

Travel Method: \_\_\_\_\_

Amount of Money Involved: \_\_\_\_\_ Sponsored by: \_\_\_\_\_

List at least three follow-up activities that will be used following the trip.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Return completed form to the ECD Dept and retain in trip file.

Permission Status & Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Certification of Permission Slips and note location of Attendance Rolls: (2 Signatures Required)

\_\_\_\_\_

Evaluation of Trip: \_\_\_\_\_

\_\_\_\_\_

Dear Parent or Guardian,

We have planned an educational field trip to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_. The purpose of this trip is to enhance the educational program for your (time) (day of week, date)

child(ren). We must have the permission slip (below) signed prior to the trip in order for your child(ren) to participate. We will make arrangements for supervision of those children whose parents do not give permission for the trip. Please give the permission slip to the center staff as soon as possible.

State licensing requires that we double the number of adults required in order to take a field trip, so it would be very helpful to have extra parent volunteers. There is limited space for volunteers on the Head Start bus, so please notify us as soon as possible if you would like to be a volunteer. **Parents attending the field trip will be responsible for the supervision of their own children and may be asked to assist with other children as needed in order to assure a safe outing.** All our field trips have proven to be fun and safe experiences in the past, and plans for any new outings are carefully reviewed. New ideas or suggestions for field trips are always welcome. The field trip is an important time for a parent and his/her Head Start child to enjoy a quality learning experience together. Therefore, we discourage parents from bringing their other children. However, if other children must attend, **the parent will be expected to provide their own transportation and needs for the outing.**

We are required to inform you of our Smoke-Free policy. This means that there is to be no smoking in sight of Head Start children, and that the smoking area for outside field trips is at least 100 feet away from the activity area. Also, the smoking area for indoor activities is outside the building, at least 20 feet from the main doors. Due to the need for increased supervision on field trips, staff and parents who count as required volunteers to supervise children may not take smoking breaks.

If you do not want your child to attend, please advise us so that plans can be made for your child to stay at the center with a substitute teacher and the cook or a trained volunteer.

Sincerely,

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date sent home to parent / guardian

**If you wish your child to attend, please fill out and sign this form and return it to your Head Start Teacher or Family Partnership Assistant as soon as possible:**

My child, \_\_\_\_\_, may attend the field trip.

\_\_\_\_\_  
Signature of parent / guardian

\_\_\_\_\_  
Date

**Special information:** This form must be completed before the trip, and should be returned immediately. All field trips require the advance approval from Management Staff. Note here if your child cannot attend, if you or a friend or relative wishes to volunteer, or if you have any suggestions:

\_\_\_\_\_  
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