

Doña Ana County Head Start

Transition Field Trip Checklist

- In advance*** inform the Administrative Office and the Transition Specialist of date, times, and locations when confirmed, so they can be noted on the DACHS Monthly Calendar.

Date: _____

Time: _____

Location: _____

Contact Person: _____

- Specify*** those things that you would like to have the children see (the lunch room, the kindergarten classes, playground, bathrooms, the principal's office, nurse's office, front office). Some schools are already familiar with the tour and will plan to have a small activity/tour set up. Others are not. Ask so you will know what to expect and can let the children know what to expect.

- One week, prior to the visit,*** call again and confirm with the contact person. Let them know how many children and adults will be going.

Number of Children and Adults: _____

- The day before the visit,*** call the contact person and let them know what time to expect you there.

Expected Time of Arrival: _____

- After the field trip*** follow up documentation (results) should be submitted to the Transition Specialist.