

# Doña Ana County Head Start

## Field Trip Procedures

- The requirement for field trips is at least two (2) per semester.
- Submit a Field Trip Request to Education Specialist 3 weeks in advance for bussed field trips, 1 week notice for walking field trips.
- Contact the bus driver **and** his/her supervisor **prior** to submission of field trip form to the Education Specialist to reserve buses – **3 weeks in advance** of the field trip.
- A Field Trip Permission Form must be signed by parent, **prior to each** field trip.
- If planning a field trip by bus, notify parents at least 4 school days in advance by using the Field Trip Announcement.
- If planning a **walking** field trip, notify parents **at least one day** in advance by giving each parent a Field Trip Announcement.
- Post a Field Trip Announcement in a **visible** place for all trips (including the day of the field trip as a reminder to parents).
- Each child must wear a sign indicating the name of the program, center name and telephone number. (Ex: Head Start / NMSU 646-2889). **DO NOT WRITE CHILD’S NAME ON THE TAG/SIGN!**
- Use the **Field Trip Checklist** to plan appropriate field trips and to extend the learning experience.

### **NOTE:**

- For field trips that require a fee, submit a purchase request 3 weeks in advance.*
- Field trips by bus may be taken UPON APPROVAL due to limited bus drivers.*
- Walking field trips may be taken on a regular basis upon approval by the **Education Specialist.***