

East Missouri Action Agency, Inc.
HEAD START FIELD TRIP REQUEST / PLAN

Notes

- 1) Field trips using Head Start dollars will take place early in the study of a topic.
- 2) End-of-the-year field trip cannot use Head Start funds. Parents can transport or donated money may be used to hire a bus company if a class wants to go some place.

Center _____ Date of trip _____

Destination _____

Address _____ Phone _____

Travel Arrangements _____

Cost to Head Start \$ _____ Approximate number of miles _____ (20 miles maximum)

____ Bus company meets the following HS transportation requirements. All vehicles must be equipped with height- and weight-appropriate child safety restraint systems, reverse warning beeper, communication system, belt cutter, fire extinguisher and first aid kit (1310.12).

____ If necessary, the bus is accessible for a child with disabilities (1310.22(c)(5)).

____ The following people are assigned as bus monitors and will complete the "Bus Monitor Training" (1310.17(f)(2)).

1) _____ 2) _____

Study Topic _____

____ Children have an interest in this topic

____ Books will be read to children before the field trip about this topic

Day before field trip:

____ I will discuss with children what they think they will see.

____ I will write down questions children have about the topic.

During field trip:

____ I will see that children's questions are answered.

____ The event will be recorded with photographs.

____ If possible, props will be obtained for a Dramatic Play Kit or Science Kit.

After field trip:

____ Class will write a thank you letter, if appropriate.

____ Classroom enhancement (check one):

____ Dramatic Play area will be set up with this topic

OR

____ Science materials added to the Discovery Area.

____ The class will use the photographs to make a book, or in some other way, to document their experience.

Additionally:

____ All children will have field trip permission slips signed before we leave.

____ The field trip will include meal/snack(s): (circle which one(s) breakfast lunch snack

Food served will be: _____

I have checked those items that I plan to do in relationship to this field trip and agree to complete these activities.

Signature of Teacher

Date

Head Start director approved this field trip. Area Coordinator will follow-up to observe all that the children have learned.

Head Start Director Signature

Date

Signature of Area Coordinator

Date

____ Area Coordinator gives copy to Education Specialist.

revised 3/10

BUS MONITOR TRAINING

Trainer: **Bus Driver** Center and classroom _____ Date _____ Training time _____

With bus driver:

- ___ Discuss pre-vehicle check performed.
- ___ Discuss child boarding and exiting procedure.
- ___ Practice using child restraint system.
- ___ Locate belt cutter, fire extinguisher and first aid kit.
- ___ Review emergency evacuation procedure.
- ___ If necessary for a child with a disability, practice using any special equipment.
- ___ If necessary, will discuss special needs that may occur for children being transported. The bus monitor is a person who has previously been trained to meet these special needs.
- ___ ***The following person will be responsible for checking to see that all children are off the bus:***

Responsible person _____

In addition, the bus monitor(s) have the following required forms:

- ___ Permission slip for each child.
- ___ Copy of the Emergency Contacts and Release-to information for all children participating.

We have discussed, practiced, located, and reviewed the above items and have the required forms.

Bus driver name (print)

Signature

Person(s) Trained

Bus monitor name (print)

Bus monitor signature

Bus monitor name (print)

Bus monitor signature

Site Manager

Field trip driver and monitor(s) fulfilled their responsibilities. After the field trip, turn this form into your Area Coordinator, who will give it to the Training Specialist to enter training hours.

Site manager signature

Head Start Performance Standards

1310.17(f)(2) Before bus monitors assigned to vehicles used to provide such services begin their duties, they *are trained* on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre and post-trip vehicle check.

1310.22(c)(5) Each agency must specify any *special transportation requirements* for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, *including: any special training for bus drivers and monitors.*

1310.12 Effective December 30, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, reverse warning beeper, communication system, belt cutter, fire extinguisher and first aid kit.