

Family Resource Agency of North Georgia - Head Start Program

FIELD TRIP NOTICE

Date of Field Trip	Destination Address & Phone #	Departure Time from Head Start Center	Arrival Time to Field Trip Location	Departure Time from Field Trip Location	Return Time to Head Start Ctr

Meal Service:

Contact your child's center to reach the staff in an emergency. **EMERGENCIES ONLY:** If there is no response at the center, call the Head Start Administrative Office (706) 861-0105.

Special instructions or information needed _____

_____ Staff Member Signature _____ Date

Keep **TOP SECTION** for your information. **In order for your child to attend the field trip, you must: Sign and return THE BOTTOM SECTION no later than:** _____
 Date

IF THE SIGNED PERMISSION NOTICE IS NOT RECEIVED BY THE ABOVE DATE, YOUR CHILD WILL NOT BE ABLE TO ATTEND THE FIELD TRIP.

COMPLETE, TEAR OFF AND RETURN THE PERMISSION NOTICE BELOW:

*******FIELD TRIP PERMISSION NOTICE*******

My child _____, has permission to attend the field trip to _____ on _____. I understand the departure and arrival time as outlined above. I also understand that if I choose not to allow my child to attend that I must make other arrangements for child care on that day, because there will be no staff members available to care for my child at the Head Start Center.

_____ Parent/Guardian Signature _____ Date

I WOULD LIKE TO ATTEND THE FIELD TRIP AS A VOLUNTEER: ___ Yes ___ No

Phone number where parent/guardian can be reached in an emergency _____

INSTRUCTIONS

1. Teaching staff completes top portion of Notice with information about field trip.
2. Teaching staff fills in the second line of the BOTTOM section “FIELD TRIP PERMISSION NOTICE” with destination and date. Leave the remainder of the bottom section for parents to complete.
3. Turn in form WITH TRANSPORTATION REQUEST to CDS.
4. CDS makes copies for all children in classroom and returns copies to teaching staff.
5. Send forms home for parent signature. Parent must complete, tear off and return the bottom section to teaching staff. Put the returned notices in a file to be taken on the field trip.
6. Keep extra copies of *BLANK* Field Trip Notices on buses for last minute signatures.
7. After field trip, keep Permission Notices in a separate file - not in the child’s file.