

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**POLICY ON FEES AND FIELD TRIP**

§1302.18 a

**GOAL STATEMENT-** MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success.

**POLICY:**

MCAEOC will not charge eligible families a fee to participate in Head Start or ABC Program, including special events such as field trips, and cannot in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee. Families will not be charged for anything related to special events, such as: shirts, food, etc.

**PROCEDURES:**

1. All field trips will be approved by the Program Director.
  - a. Requests for field trips will be made to the Site Supervisor and Transportation/Facilities Coordinator at least 15 workdays prior to the scheduled field trip.
  - b. All out of town field trips must be parent-planned activity and staff will accompany parents.
  - c. Field Trips are defined as leaving the facility.
    - i. Nature walks
    - ii. Motor transportation (Preschool classrooms only)
2. All classrooms are expected to regularly participate in field trips.
3. Permission slips will be signed by the parent or guardian authorizing the child to be taken on specific field trips; at least three (3) days prior to the field trip.
4. Parents will be encouraged to attend/volunteer.
5. Teachers must document field trips on the weekly planning forms.
  - a. Teachers will prepare children for field trips by relating the Unit of Study
6. Teachers will bring the following on the field trip:
  - a. Permission slips
  - b. Sign-in sheets
  - c. Barrier kit
7. Teachers will implement active supervision strategies.