Field Trip Info

EFFECTIVELY IMMEDIATELY
You will need to continue to email the BCS PreK Supervisor with information that you are planning on going on a field trip but all of the payments will come from your school.

FIELD TRIPS: 4 off campus
2 on campus

FIELD TRIP REQUEST INSTRUCTIONS:

1. Teacher asks permission from Administrator to go on a field trip.
2. Teacher schedules trip with location.
3. Teacher fills out field trip permission form with all of the information included.
4. Transportation is notified.
5. Get invoice or statement from location for cost. (students, teachers, assistants only) Parents will be responsible to pay for their own way. Remember
siblings are not allowed.
6. Give to financial secretary to issue payment.
7. Take payment to field trip location.
8. Have fun!
9. Bring receipt back to financial secretary.
10. Financial secretary files for reimbursement to BCS PreK Supervisor.
11. Reimbursement sent to schools.