**FIELD TRIPS & EXCURSIONS**

**POLICY**

Field trips and excursions are planned periodically within the community as a part of the children’s program to provide valuable learning opportunities for the children. The children’s interests, the value of the experience and the safety of the children are taken into consideration when planning field trips. Field trips are planned for preschoolers and school age children. Most field trips take place during July and August and whenever the school age children do not attend school but may also be planned at other times of the year.

Parental permission is obtained for community excursion when children are registered. Authorization for each field trip is required from parents. Parents are informed well in advance of the details of the field trip and any special items children may be required to bring. Parent may be required to pay a fee to cover the cost of transportation and entrance fees.

In the event that a parent does not want a child to attend a field trip, the parent may be required to find alternate care for that time period or day.

To enhance safety, additional adults over the required ratios are required for all field trips.

When children are transported, the daycare van or yellow buses from a reputable transportation company are used. These buses are required to comply with *Transport Canada* safety regulations. Children will never be transported in private vehicles.

Parents are invited to suggest field trip ideas and they are encouraged to join us on fieldtrips. Parents may be required to provide their own transportation and may not transport any children except their own.

**Procedure**

Before embarking on a trip, staff will take all necessary steps to ensure that everything goes smoothly.

1. At the discretion of the Director, at least one additional adult over the required ratios must attend all field trips and excursions. More than one extra adult may be required due to the nature of the field trips. The additional adults may be staff members or volunteers.
2. Volunteers will never be left alone with any child unless the child is their own. Volunteers will normally be assigned to a specific group of children along with a staff member but may be assigned a different role.
3. Caregivers are required to have a clear understanding of safety rules and expectations. All volunteers and staff are required to read the Field Trip Policies and procedures.
4. Each staff member is assigned a group of children and will carry a list with the children’s names in the group. Staff must ensure all children are accounted for at all times by counting them often.
5. On all field trips and excursions, the staff carries with them a cell phone, a first aid kit, the children’s portable emergency information, emergency contact numbers.
6. At least one staff person with current First Aid and CPR will accompany the children. If a child has medication, a staff who has First Aid will be responsible to take and administer the medication as needed.
7. The supervisor carries a master list of all children attending the field trip and the itinerary.
8. Children will wear identification with the daycare name and phone number. Matching t-shirts or another type of clothing to help identify the children may be required as well.
9. In the summer, children require hats on all field trips and sunscreen will be applied prior to departure if required (at least 30 minutes before children will be outside).
10. The staff must ensure clean drinking water is available at the field trip destination or take water along.
11. Caregivers will review and practice the safety rules and Lost Child Procedure with the children prior to the field trip departure.
12. To give the children an understanding of the what to expect on the trip and to help the children feel secure and comfortable, the staff will discuss with the children:
    * where we are going
    * how we are going to travel
    * what to expect on the trip
    * when we are leaving & returning
    * safety rules
    * what to do if a child is lost or can’t see their group
13. A formal attendance will be taken by the supervisor when all children are on the bus prior to departure, regularly during the field trip and again before returning to the centre to ensure all children are accounted for at all times.
14. A buddy system will be used and staff will hold the hands of children who tend to wander or become distracted.
15. Children will not go to the washroom or anywhere else without staff supervision.
16. Children must stay seated at all times while the bus is moving.

**EMERGENCIES**