



FIELD TRIP POLICY AND PROCEDURE

Policy: To ensure the safety of the children in the Thorncliffe Park School Age Program during outings.

Statement: Throughout the year, the school age children will participate in visiting special places of interest. These trips may include use of the TTC, walking or taking a school bus. At all times, the health and safety of the children will be a top priority.

Procedure

- Parents will be made aware ahead of time regarding any trips through e-mail, staff / parent conversations and notices placed in the daycare rooms.
- Consent forms will include the trip destination, method of transportation, time of departure from the daycare and estimated time of return.
- All parents are to sign the consent form for the trip, children will not be allowed to participate in the trip without parent consent. If a parent is called to give verbal consent over the phone, the phone call will be on speaker for another staff to verify that consent was given. Consent can only be given by a parent.
- It is the responsibility of the parent to arrange alternate care for their child if they arrive late or do not want their child to participate in the trip until the group returns.
- Children are to arrive at least 45 minutes before the trip for the staff to get them prepared to leave.
- Unless previously asked, children are not to bring food on daycare trips, with water being the exception.
- Children are to bring a bag to carry their lunch, water, and sunscreen in. All children should have a hat.
- The children will be given either a t-shirt or a name tag with the daycare name, and phone number, it is always to be on the child .
- Staff will have a group discussion on appropriate behaviour during trips: explain the procedure to children what they should do if they get separated from the group as well as health and safety on both walking and bus trips, (no hands out the windows, stay on the sidewalk, etc.)
- Children who have special needs will have one on one during all trips. The parents will be asked to volunteer on trip days.
- Volunteers and students are not to be left alone with the children.
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- Staff are to ensure that all emergency contact information is up to date and phone numbers are in the phones.
- Staff will bring emergency bags, phones, extra food, and water as well as any special items that are required to meet the needs of the children. The staff are to ensure that children with EpiPen's have them either inside the emergency bag or on the child.
- Staff are to put a notice on the door (door 3) stating that they have gone on a trip and expected arrival time of the children coming back to the daycare.
- Children's pictures will be taken before leaving on the trip, attendance will be verified and recorded on the white out board. Staff will inform the main office of the total amount of children and staff taking part in the trip before leaving the center.
- When entering the TTC / bus / streetcar etc. a staff member will go first and count the children as they enter directing them where to go. The last person to enter will ensure that the numbers match the attendance and verify with all staff before leaving.
- The staff will count the number of children when arriving at the designation, and various times through out the trip.
- The staff and children will be divided up into smaller groups upon reaching the trip designation. A meeting place and time will be established for the entire group before proceeding to come back to the daycare. The attendance will be taken, and staff will ensure that all children are accounted for.
- During the trips, staff are encouraged not to answer the phones for the parents as all attention should be placed on the children in your group.
- Staff will answer the phone when it is a call from the bus company, supervisor, another group on the trip or the main center of the daycare.
- Upon return to the daycare the attendance will be taken, the t-shirts or name tags will be given back to the staff and the main center will be notified of our return.
- Staff will have a group meeting with the children to see what they liked / disliked about the trip.



Trip Planning Form

Name of Program: _____

Excursion: _____

Date of Trip: _____

Departure Time: _____

Return Time: _____

Method of Transportation: _____

Cost of Transportation: _____

Location and Address: _____

Phone Number: _____

Cost Per Child: _____

Cost Per Adult: _____

Number of Volunteers Required: ____

Names of Volunteers: 1. _____ 2. _____ 3. _____

Additional Items Needed: _____

Procedure to follow on the day of the trip/ excursion:

___ Pictures of children taken

___ Permission forms signed and returned

___ Reminders of the trip must be posted 3 days before

___ Place children into smaller groups



Please sign this form permitting your child to participate for the following trip: _____

Name of Child	Parent Signature	Date	Time of Departure	Estimate Time of Return

Note: Top portion is to be completed with the calendar and the bottom portion is to be completed the day before the trip.

