

GERALDINE PRESCHOOL EXCURSION POLICY

Rationale:

To offer children experiences with familiar and unfamiliar places and people within the community.

To promote links between Preschool and the community.

Purpose:

Trips will be both planned and spontaneous, small groups and large groups, to meet the individual and group needs of the children at Preschool.

Guidelines:

- The Senior Head teacher will approve all planned and spontaneous excursions.
- Parents can sign for permission for their children to participate in local and spontaneous excursions on their child's enrolment form.
- With regard to planned outings involving transportation written permission from parents/caregivers/whānau will be obtained prior to the outing.
- An assessment and management of risk will be undertaken before each excursion.

- All outings outside the preschool property will have minimum ratios as follows:
 1. 1 adult to 3 children for children aged up to 2 (Whare Kohanga)
 2. 1 adult to 5 children for all children aged 2 and over (Whare Tipu & Whare Piki)

- All outings outside the licenced play space, but within the preschool property will have minimum ratios as follows:
 1. 1 adult to 3 children for Whare Kohanga
 2. 1 adult to 8 children for Whare Tipu
 3. 1 adult to 10 children for Whare Piki

Staff will be aware of children that require extra support on outings and staff accordingly.

- There will always be at least two staff accompanying children on outings.
- Ratios at Preschool will be kept within the Early Childhood Regulations while a group is on an outing.
- A first aid Kit will be taken on all excursions and at least one teacher with a current first aid certificate will accompany the group.
- A cell phone must be taken on all excursions.

- Where the outing is a whole centre outing information about the trip will be put on the front door for emergency purposes, including route taken and contact phone number.
- All children travelling in a car or minibus must be restrained as required by Land Transport legislation. There will be at least two adults in any motor vehicle carrying more than 3 children.
- All drivers must be fully licensed and all vehicles used must have a current warrant of fitness and current registration (to be checked by staff).
- A record including children/adults going on the outing, date, departure and return times, route and destination/s and cell phone number will be taken by a staff member on all excursions and a copy will be left in the office.
- A record of all outings, both formal and informal will be kept in the Excursion box at the Preschool at all times.
- Student teachers are encouraged to participate in excursions but will not be counted in ratio.
- A record of children's participation on excursions will be kept to ensure all children have been involved in outings.

SIGNED: _____ **NAME:** _____

POSITION: _____ **DATE:** _____

REVIEWED: **April 2015**

NEXT REVIEW: **April 2018**

Geraldine Preschool

Trip Procedure

Before the Trip

- 👉 Send out permission slips and ensure all are returned (signed)
- 👉 Sight evidence of vehicle license, car registration and WOF for all people taking vehicles.
- 👉 Inform parents of date, time, venue, adult-child ratios and purpose of visit
- 👉 Ensure all children bring suitable car seats if required
- 👉 Ensure adequate clothing and footwear is supplied for the day
- 👉 Hats and sun cream provided in summer
- 👉 Check all children have lunch boxes

On the Day

- 👉 Spare clothes and nappies in a plastic bag
- 👉 Tissues and wet wipes
- 👉 First aid kits
- 👉 Ensure you take all medication needed, eg inhalers
- 👉 Biscuits, water and cups
- 👉 Sick bucket/ice cream container and towels
- 👉 Mobile phone
- 👉 Contact numbers (mobile, destination etc), group list (including parents) left at office
- 👉 Group list taken

Trips in the Local Area

- 👉 Ensure all forms are filled in, photocopy relevant form and leave at office.
- 👉 Take mobile and tissues
- 👉 Ensure remaining staff know where you're going and when you'll be back
- 👉 At least two adults must accompany children on outings (ensure ratios are maintained)