



# Excursion Policy

**Rationale :** Excursions from the centre are an integral part of the education offered to all children at Bright Start Educare.

**Objective :** To ensure the safety of children, staff and volunteers such as parent helpers while participating in an excursion. Adult-child ratios will apply to all excursions and to all staff/children both on excursion and remaining at the centre.

## **Procedures : Excursions/Spontaneous Walks**

- Parents will be notified in advance of any excursion planned for the children through newsletters, whiteboards and detailed permission slips.
- Before leaving on a planned excursion written consent must be obtained by parent completing a permission slip that details the excursion. These will be kept in the excursion file in the office of Bright Start Educare.
- Detailed documentation regarding each excursion will include but not be limited to full details of the purpose of the excursion, date and time and the location of the excursion, and what the children will be doing. This permission slip will only cover the stipulated excursion.
- The Permission slips will include possible medical problems. i.e. allergies, asthma
- A list of children attending will be taken with the group.
- The Management of the centre will approve all transported excursions.
- Staff will not deviate from the planned excursion.
- A first aid kit, cell phone, and all other supplies as deemed necessary such as appropriate clothing, medications, food, water, tissues and toileting requirements will be taken on all excursions for the comfort of the child.
- Parents, guardians, caregivers and whanau will be given the opportunity to accompany their children should they wish.
- Parents will be asked to have appropriate clothing on their children for all trips.
- Parents will be required to meet the cost of any special excursions. This will be included in your first account and will cover excursions for the year.
- All vehicles are required to have a current WOF and registration.

- Where a parent is to drive their children and others, by signing the Excursion form they are declaring that they are in receipt of a full driver's license and that their car has met the requirements. A Bright Start Educare staff member is also required to view the parents drivers license to confirm.
- All private vehicles will be fitted with an approved child safety restraint for each child. This will be provided by parents/caregivers.
- At least 2 adults will travel in a motor vehicle carrying more than 3 children (regulation 27 (1) b of the Early Childhood Regulation 1998).
- In the event of a full centre trip (no children or staff at the centre) a notice shall be placed on the door detailing our whereabouts, expected time of our return and a contact cell phone number.
- 1 teacher will have a current first aid certificate on all excursions. Staff remaining at the centre with children not attending will also need to hold a current first aid certificate.
- Signed permission is to be gained by parents for spontaneous excursions at the time of enrolment. Spontaneous excursions will be within a comfortable walking distance from the centre using strollers if necessary.
- The Head Teacher or senior teacher will approved all spontaneous walks.
- The excursion policy will be strictly adhered to. Spontaneous and planned excursions will be cancelled if the adult:child ratios are not maintained as outlined in the Education (early childhood centres) Regulations 1998, for people remaining at the centre or participating in an excursion.
- Appropriate ratio will be maintained with the children's ages and abilities in mind as well as the risk factor of the excursion and will not exceed government regulations. High risk will follow a ratio of 1:1, vehicle travelling; in a car will be 1:3 and a van 2:6. Spontaneous excursions will be 1:5.

Date reviewed: 9/6/2010

Date approved: \_\_\_\_/\_\_\_\_/\_\_\_\_