



## **Field Trip Policy**

Revised: September 28, 2015, September 19, 2016, August 10, 2018, October 24, 2018, Dec 5, 2018, March 14, 2019

Date approved by Board of Directors: October 30, 2018

Policy Committee Member: Amy Wong

### **Purpose:**

To provide a definition of a field trip and the procedures to follow when planning and implementing a trip with children, staff, volunteers and students.

A field trip is defined as any time the children leave the school property. Community trips are those trips that are within walking distance. Major trips are those that require transportation i.e. TTC, ferry, chartered bus.

Orde Day Care strives to enrich the children's experiences by providing fun and educational field trips throughout the year. Staff will be cognizant of children's allergies when planning trips keeping in mind children's health information, known allergens and the administration of special medications. Children's safety is our first priority and as such the centre will attempt to lower adult-to-child ratios whenever possible. If staff-child ratios cannot be lowered, parents will be informed that should a medical emergency arise on the trip, their child may be sent unescorted with EMS to the hospital. Every effort will be made to send someone from the centre with the child to the hospital. All field trips are planned to support current interests of children and are tied to an interest or skill development. **Children who are unable to attend the trip will be placed in another program, but only if ratios are not compromised in that age group and the placement is appropriate for the children.**

**Any trips that involve wading pools, swimming pools, lakes, etc. require staff to be in the water with the children.**

### **Before a Field Trip:**

Staff is responsible for:

- consulting with the Supervisor before planning a field trip **regarding destination, departure and return times**
- supervisor is responsible for
  - a. ensuring departure and return times are within the safest time periods to travel
  - b. ensuring the bus can accommodate the number of children, staff and parents
- planning trips that are age appropriate
- **plan departure and return times outside of the morning and evening transportation rush if taking public transit (rush hour is typically till 9:30 am and begins at 3:30 pm)**
- ensuring destination has low risk of exposure to allergens
- choosing a site with washrooms, telephone, shelter
- advising the kitchen two weeks before the trip or the first week of June for summer trips if a packed snack or lunch is required, or change in lunch time

### **One week before the trip**

- **notifying parents in advance of trips via large posting in hallway, door or on easel indicating the destination, departure and return times and the staff attending the trip (school age @ beginning of summer)**
- **request parents inform daycare of any safety concerns prior or during the trip they may know of**



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- Note trip plans on program plans **and provide two activities prior and post trip to support the trip experience**
- complete permission forms,
- **direct any parents interested in volunteering to the supervisor for any trips, local or when transportation is involved**
- collect each child's signed permission form for all field trips
- **contact the pool to inform them of the date of your trip (ten plus)**

### Day before the trip

- calling the parents/guardians of a child who is away the day before a trip to remind them whenever possible
- ensure trip is included in calendar and posting outside classroom has updated

### What to do with Field Trip Forms:

- complete the date, location, travel route, name of staff and children attending trip, time of departure and return
- bring the master copy with you on the trip for attendance
- complete a field trip checklist and a copy of attendance and submit to office, prior to departure

### On the day of the field trip:

Staff is responsible for:

- checking for illness when children arrive at the centre
- picking up TTC tickets, cash or cheque from the Supervisor
- completing and posting a Field Trip Form
- picking up lunch and water which is stored in appropriate warmer/coolers or insulated lunch bags
- ensuring that children use the washroom before the trip and at appropriate times during the trip
- reviewing safety rules with children, staff and volunteers prior to departing
- check with the supervisor to ensure all volunteers have completed the volunteer requirements prior to departure, ie policy reading and CRC or declaration of offence on file
- **taking a picture of the all the children without their Orde T-shirts, or with if they are not wearing clothing underneath the t-shirts with the centre tablet or providing digital card from camera with pictures**
- **ensuring that the all children are wearing Orde identification (Orde T-shirts/wrist bands prior to departure)**
- ensuring that emergency contact forms for all children and staff are taken on the field trip and carried in a fanny pack, and duplicate copies are available for any children with life threatening conditions.
- One staff is designated to carry the fanny pack for the duration of the trip
- ensuring that a copy of the child/ren's emergency plan for any children with life threatening allergies or conditions is also taken
- taking a knapsack containing necessary supplies: first aid kit, napkins, disposable diapers (if needed), tissues, all necessary approved medications, e.g. inhalers and lifesaving medications
- **single staff must ensure that they bring a cell phone with them on a community trip in order to contact centre, or EMS in the event of an emergency**
- ensuring that children leave for the trip from the centre; late arrivals who are met after departure will be asked to join another room if ratios allow
- informing the bus driver of any children with a life-threatening condition
- traveling to the location by the safest route possible
- checking attendance and taking a roll call before leaving the centre, boarding and unloading the

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vehicle and after each transition

- informing and identifying child with life threatening condition/allergies to tour guide or reception area at destination

### **On the trip:**

Staff is responsible for:

- taking attendance and doing a roll call at each transition
- **calling the centre if your route has changed to the destination, or upon the return to the centre**
- **calling the centre when you have arrived at your destination and when you depart**
- ensuring children's and staff hand washing is completed prior to eating or use of hand sanitizer if permission forms are signed by parents or guardians
- ensure children wash hands after toileting
- ensuring that no belongings are left behind at destination or bus
- notifying the day care if there is a delay in the scheduled return time
- ensuring parent volunteers are not left alone with children, except their own

**Staff will direct parents to Supervisor if the following requests are made:**

- 1. to drop the child off at the trip destination – we do not allow children to join once we have left the centre**
- 2. to pick up their child from the destination – we do not allow parents to pick up from the destination unless the child requires medical attention or there is an emergency**
- 3. to leave the destination at the end of the trip without accompanying the group**  
Parent Volunteer must return to the daycare with the group for increased supervision during transit
- 4. to join the group at the location or on route- children must leave with the group from the centre**

Extra paid staffing is provided whenever possible to ensure the entire group on the field trip has additional support should a medical or other emergency occur while away from the centre. For local trips placement students should be scheduled to assist the group going on trip whenever possible

**The additional staff in attendance is scheduled to assist all rooms on the trip**

Rooms must always remain together or in close proximity on a trip so the extra support is provided to everyone. Rooms will not go off on their own, unless they are in close proximity of the other program room, or able to contact the extra support via cell phone. This procedure is put in place to allow the additional staff to assist immediately in the event of an emergency. Staff will receive breaks upon return to the centre or be provided time in lieu of a break.

### **Back at the child care:**

Staff is responsible for:

- taking attendance and doing a head count
- ensuring proper ratios are met before ending a shift or taking a break
- laundering t-shirts from trip
- return any food to the kitchen

### **Emergency Procedure during a field trip**



**Administration of Lifesaving medication:**

1. note the time medication was given on emergency plan
2. Call 911
3. One designated staff to stay with child experiencing medical emergency. This staff will provide a copy of the emergency plan, if applicable and emergency contact sheet to EMS and remain with child until relieved of duty by parent or supervisor.
4. Other staff to ensure safety of other children and remove them from the vicinity
5. One designated staff will call supervisor
6. Supervisor will call parent
7. Staff and rest of children will return to daycare once it is safe to do so under the direction of the supervisor or designate.
8. If only one staff is present on the trip, staff will call 911 and then the centre to inform them of the emergency.
9. Supervisor will attempt to join group on trip or meet group on route should an emergency occur.

**Situation Emergency on a trip:**

**The designated staff**

- a) will take the lead and direct staff where to go
- b) dependent on the event, take shelter if safe to do so, or leave area immediately dependent on threat
- c) call the centre when safe to do so for further direction

**Executive Director/Supervisor:**

1. Will review the Toronto Police twitter account prior and during the outing for any updated information
2. If a threat becomes apparent while a group is on a field trip the ED or Supervisor will contact the group on the field trip and direct them to the safest location at the time.
3. Will request that the group stay in contact with the centre if and when possible
4. Will send out an email through families at Orde Day Care to inform parents of the possible threat and what steps the daycare has taken

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: