

**EXCURSION/FIELD TRIP POLICY**  
**CENTRAL EGLINTON CHILDREN'S CENTRE**

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**EXCURSION/FIELD TRIP POLICY**

Field Trips are viewed as a key component of our programme. They are planned as an extension of the learning environment and primarily focus on spending time outdoors in nature. Therefore, if parents/guardians do not wish to send their child/ren on field trips, CECC's Directors will suggest that they make alternative childcare arrangements.

**Location/Venue** - CECC staff will research the location/venue, to ensure it meets programme and safety needs. If necessary, they will visit the location.

**Parental Permission** – As part of our regular programming, we may spontaneously take children on short excursions around the neighbourhood. Families provide general permission for excursions within walking distance of CECC when they first register. When possible, information will be provided in advance regarding departure/return times, destination, offsite activities etc.

When excursions are farther away, we will provide a separate, more detailed permission form for families to sign, and supply a trip information sheet outlining the details of the excursion.

**Transportation**- Most often, we will transport the children using chartered school buses. There may be occasions on which we will use the TTC for transportation, if there is a direct route that can be accessed at off-peak times.

**Supervision** – Children leaving CECC will be supervised by a minimum of two educators, one of whom is an RECE when off-site, but we endeavour to have increased ratios on field trips.

**Communication** – Staff will have their cell phones and walkie talkies available for emergency contact.

**Emergency Funds** – If a member of staff incurs out of pocket expenses for any emergency, the costs will be refunded.

**Identification** – Children & staff will wear identification: CECC pinnies, CECC t-shirts, wristbands, etc.

**Medications**– Only medications for life-threatening illnesses/conditions and/or to maintain a child's wellbeing, will be taken on excursions. It will be stored in a labeled pouch in the front pocket of the emergency backpack.

**Drop off & pick up during trips.**

If families arrive after the bus has left CECC, they will be asked to make alternative childcare arrangements. As we must maintain strict child/educator ratios, we are unable to accommodate extra children in our other programmes.

We strongly discourage drop off/pick up at trip sites, but if a child must be dropped off/picked up from a field trip, the room educators must inform the trip leader as well as CECC's office, once the child has joined or left the group. The Room and Lead educator will add/delete the child's name from the attendance/headcount. If staff know that a child is being dropped off at the location, they must bring the child's T-shirt and hat on the trip.

Once the children arrive back at CECC, they will be escorted to their classroom, and a final headcount will be completed. This must be done before parents are permitted to pick them up.

**Trips Involving Water/Swimming. \*Please refer to CECC's Waterfront Procedure**

1. Lifeguards will attend all swimming trips (not splash pads);
2. Educators will be in the water with their designated groups of children.
3. Designated educators will be at the edge of the pool/beach to maintain general supervision.
4. Children will wear identifying pinnies or wristbands while participating in water/swimming activities.
5. Ratios as outlined by the Canadian Lifesaving Society will be maintained during water/swimming activities.

## **DIRECTOR/DESIGNATE**

### **In preparation:**

- Book the location ensuring developmental appropriateness of programmes offered, etc. and if necessary, pay a deposit
- .Book lifeguards for all trips that include swimming
- Arrange for transportation.
- Prepare a trip information guide, including location, emergency contact, playground, pool/beach, and washroom information.
- Arrange for extra educators, one on one support etc., as needed.
- Inform the cook, re: lunch and snacks etc.
- Confirm booking with the trip location and the bus company one day before.
- Pick a team/trip leader and arrange payment.
- Provide educators with a duo tang containing excursion permission forms for parents to sign. The forms will provide information including destination, time of departure and time of return, mode of transportation, activities involved and items their child needs to bring.
- Provide parents with information regarding destination, time of departure, time of return, mode of transportation and activities involved, where to sign permission forms, through Storypark or email.
- Ensure the emergency information is available for children and staff in the emergency backpacks.

### **Day of Trip:**

- Confirm the final count prior to children leaving CECC.
- Record confirmation of final total count, destination, and departure time in the Centre's Logbook
- Ensure educator and each student teacher etc. is assigned to a group and is recorded on a grouping form.
- Ensure the trip lead and all educators and student teachers have a copy of each class grouping form.
- Maintain availability by phone, to assist with any emergencies that might arise.
- Contact/inform families if there are any delays in returning to CECC.
- Upon arrival of children back to the Centre, record confirmation of total count and time in the Centre's logbook
- Follow up with any reporting or action necessary in response to incidents of the day.
- File all pertinent paperwork related to the trip at the end of the day.

## **KITCHEN STAFF**

### **On Day of Trip:**

- Package suitable, portable, and easily stored lunch and snacks for the children.
- Ensure the food is properly stored in containers that will maintain the correct temperature.
- Label and store foods separately for children with specific diets or allergies.
- Pack ice water and cups.
- Pack serving utensils, napkins, garbage bags, etc.
- Load buggy
- Record any changes to the planned menu in the kitchen binder as well as the Centre's Logbook.

### **Upon return:**

- Store or dispose of any leftover foods.
- Clean all coolers, storage containers, etc.

## **ROOM EDUCATORS**

### **The week prior to the trip:**

- Ensure excursion permission forms are signed by the parents. When possible, all parents sign one sheet. (The forms will be delivered to the office, where they will be kept on file for two years)
- Ensure parents read Storypark to see the trip details and items their child needs to bring.
- Ensure binders have up to date emergency information, including head shots.
- Ensure CECC shirts, CECC pinnies, wristbands etc are ready for the trip.
- Talk to children and prepare them for the trip, discussing where they will be going and what they will do when they get there.
- Ensure that Bus Buddies/Activity Bags or alternate activities are prepared.

### **On the day of departure:**

#### ***Check the backpacks to make sure the following are included:***

- Emergency information and photographs for each child in an emergency binder, along with a class list.
- List of other emergency numbers in binder.
- Allergy/Medical Conditions lists and medication administration forms in the emergency binder.
- Medication for life threatening conditions and or to maintain a child's well-being will be stored in a pouch, inside the front pocket of the emergency knapsack.
- Grouping Form listing each child/staff and any allergies/concerns that should be noted.
- Cell phone, walkie talkies, money (for emergency situations).
- Stocked first aid kits.
- Wet wipes, sunscreen, Alcohol Based Hand Rub (ABHR),
- Toilet paper, tissue, garbage bags, spare clothes.
- Map, trip information sheet & head count recording sheet
  - Complete a Grouping Form for the room including first and last names/special needs/allergies of each child/educator/student attending, as they arrive.
  - Make sure each child/educator/student is wearing a CECC T-shirt, CECC Pinnie, wrist band or name tag.
  - Make sure each child/educator/student has shoes, with a back-strap and covered toes, hat, sunscreen, swimsuit, a towel, and spare clothes (if applicable).
  - Make sure the children have visited the washroom.
  - Provide Trip Lead and Childcare Office, each with a copy of the Grouping Form.

**During the trip:**

- Take direction from Trip Lead.
- Review safety procedures with children – on the bus and at location.
- Ensure everyone is aware of the designated safe location, in case of an emergency.
- Ensure children are always supervised carefully.
- Make sure head counts are done and recorded on the trip head count sheet before and after all transitions and staffing changes.
- Ensure that when children need to use the washroom, one educator will gather enough children to ensure that child/educator ratios are maintained.
- Ensure that children & educators wash/sanitize hands before eating, after using the washroom, and after touching animals.

**Upon return to CECC:**

- Do a final headcount and submit all paperwork to the office for filing.
- Ensure pinnies/shirts are laundered.

**TRIP LEAD:****Prior to leaving the Centre:**

- Ensure copies of each class grouping form have been left in CECC's office.
- Ensure an accurate TOTAL head count for each bus/class, destination and time of departure has been recorded in the daily logbook.
- Ensure all safety procedures are reviewed, before departure, as well as on the bus.
- Ensure all food, supplies, & equipment have been loaded on the buses.
- Double check that all medications for life threatening allergies/conditions are in the red pouch attached to the emergency backpack.
- Take sports, beach, bus buddies and any other play equipment.
- Ensure that they are carrying:
  - admission tickets
  - staff cell phone list
  - walkie talkie
  - TTC tickets (if applicable)
  - map
  - booking information – trip info sheet
  - grouping form
  - allergy lists for all participants.
- Check in with CECC's office once the buses are loaded, to confirm numbers.

**During the Trip:**

- Complete total headcounts at every transition, staffing change and at regular intervals-record on form.
- Liaise with the Location Administration – instructions re: facility use, emergency exits, pay fees etc.
- Coordinate and supervise an emergency drill; pick a designated gathering place to meet at the end of the trip, or in case of an emergency. (Document on "Trip Day Checklist Form).
- Advise staff and children about the safe gathering spot in cases of emergency.
- Complete and record a playground inspection/site risk assessment and rectify hazards.
- Assume leadership role in an emergency.
- Inform the programme lead/designate if there is a delayed return.

***In the event of a medical emergency, the designated Trip Leader will assess the situation and will:***

- Use the whistle - very short on-going blasts, to get everyone's attention and let them know that there is an emergency.
- Ensure the children not involved are safe and supervised. If needed, the children will be removed from the immediate area.
- Liaise with the owner/operator of premises for sharing of information.
- If necessary, call 911.
- If the child is taken to the hospital/doctor's office, two staff (R. ECEs) will accompany them. Parents/Guardians will be asked to go straight to the designated hospital/doctor's office.
- Provide First Aid treatment if required.

***In the event of a missing child, assess the situation and:***

- Ensure other children are safe and supervised.
- Complete a visual check – matching children's faces to names.
- Contact the owner/operator of the facility/park/premises.
- Organize a search party.
- Call the Police (911).
- Call the programme lead/designate @ 416 440-0383.
- Call the parent/guardian or emergency contact.

**See CECC'S Lost Child Policy for details.**

An incident where a child is missing or has a life-threatening injury or illness, while participating in a field trip/excursion may be considered a Serious Occurrence. Educators/Director(s) will follow CECC's Serious Occurrence Protocol. The educators will complete accident/incident reports for the child's parents and CECC's Directors to sign.

**Upon return to the Centre**

- Do a final headcount & sign off on the headcount sheet;
- File trip paperwork (info sheets, headcount sheets, playground inspection, grouping, forms, etc.).
- Check in with the programme lead/designate to inform them of any issues, etc.

**LIFEGUARDS (for trips involving swimming)****Prior to Departure from CECC:**

- Load buses with toys, food, lifeguarding equipment, and water coolers.
- Review all allergies and medical conditions for children and staff participating in the trip.
- Take the Lifeguard Binder from the Childcare office.

**Upon arrival at the swimming location:**

- Unload all equipment, food, and lifeguarding equipment from buses and take them to the designated location.
- Inspect the swimming area to identify and rectify any safety risks. Complete a Waterfront Inspection form, in the lifeguard binder.
- Ensure that necessary life-saving equipment is ready and accessible.
- Determine boundaries of the swimming area to ensure that water is sufficiently shallow and that hazards such as rocks, etc. are avoided.

**Prior to anyone entering the water:**

- Review Swim Rules and procedure with the children and staff prior to anyone entering the water.
- Assign supervision roles to staff:
  - GATE duty – Supervises the entrance/exit to the swim area and keeps a running record in the Lifeguard Binder of the number of children at the water, recording the names of individuals who leave/return from the washroom, etc. Keeps the head lifeguard apprised of the running total.
  - WASHROOM duty – Escorts children to and from the washroom, informing GATE staff of names of children who are coming/going.
  - WATER SUPERVISION – designated locations to supervise in the water.
  - BEACH/DECK Supervision – designated areas to supervise out of the water.

**During Swim:**

- Wear clothing identifying them as LIFEGUARDS.
- Position themselves in the water to make "the four corners of a square" to delineate the swimming area.
- Ensure that the minimum ratio as set out by the Lifesaving Society of Canada is always maintained.
- Take care of all decision making regarding the children's safety.
- Monitor and deal with any safety issues.
- Refer behaviour issues to the Centre Staff to deal with.
- Conduct Buddy/Group Checks at regular intervals of approx. 15 min by:
  - Blowing 2 short whistle blasts/Calling out GROUP CHECK to indicate that children must find group leaders.
  - Check with each group leader to ensure that a complete headcount has been done; (Thumbs up signals all present, Thumbs down signals still counting or not accounted for).
  - Completing an additional headcount of all participants at the waterfront.

**\*If at a location where there are guards on duty, CECC lifeguards will use verbal cues, not a whistle.**

**At the end of swim time:**

- Blow the whistle 1 long blast/say "CLEAR WATER" to indicate that the water needs to be cleared:
  - o Check in with each group leader for results of group head counts.
  - o Do an additional headcount of all participants at the waterfront, ensuring that it matches the total participant count.
- Ensure that all toys/clothing, etc. are retrieved from the waterfront area.
- Ensure that all participants have left the waterfront area before leaving the water/beach.
- Complete the Waterfront Daily Report.
- Load buses with toys, food and lifeguarding equipment.

**In Case of a Missing Child – Waterfront**

**If at any time, it is suspected that a child/adult is missing from the waterfront, the waterfront must be cleared.**

- o Lifeguards will blow the whistle in one long blast/say "CLEAR WATER" as a signal to educators that they must clear the water.
- o Children will join their group staff; headcount will be taken.
- o Head Lifeguard will check in with each group leader to confirm headcount, while another lifeguard does a visual headcount of all participants at the waterfront.

**If the child is found**, the Head Lifeguard will signal staff that waterfront activities may resume.

**If the child is not found**.

- o The Trip Lead and one educator from each group will take the children to a safe area, away from the water. A visual check – matching child to name will be conducted.
- o They will supervise the children and engage them in organized activities: circle games, storytelling, singing, etc.
- o Lifeguards and all remaining educators, student teachers and volunteers will start a search of the beach & water areas.
- o The Head Lifeguard will provide the search team with direction and instruction.
- o The Head Lifeguard & Trip Lead will determine when 911 needs to be called and will follow through with informing necessary parties as outlined above.
- o When all the children/adults are determined to be safe, the Head Lifeguard will terminate the search.

**Upon return to CECC:**

- Unload the buses, return equipment to its proper storage space.
- Check in with the programme lead/designate to highlight any issues/incidents from the day.
- Return the lifeguard binder to the office.