

# YELLOWKNIFE PLAYSCHOOL ASSOCIATION

## POLICY TITLE

## FIELD TRIP SAFETY POLICY

### POLICY STATEMENT

To ensure that our children are safe while on outings with the Playschool, the following procedures and guidelines are to be followed.

### PROCEDURES AND GUIDELINES

#### Notification and Consent

1. The registration package for Playschool includes a “Transportation Consent” form, which advises parents that the children may participate in field trips during the Playschool year. On signing the consent form the parents consent to allowing their children to be transported to and from the Playschool and to participate in field trips.
2. The teaching staff may verbally notify parents or caregivers of impromptu outings (such as walks not shown on the planning calendar) when the parent or caregiver drops the child off at the Playschool.
3. The teaching staff will post a sign on the door indicating the location of the class during a field trip.

#### Procedures During the Trip

4. While on a field trip, each child will wear a tag showing the Playschool’s name, address and phone number, not the child’s name, address or phone number.
5. While on a field trip, the teaching staff will carry the following:
  - a. any emergency information about the children in the class (in writing);
  - b. any necessary medication that may be required on the field trip;
  - c. a first aid kit suitable for the field trip.
6. The teaching staff will do head counts of the children immediately before and after each leg of the field trip.

#### Adult-Child Ratios

7. The adult-child ratio for a walking excursion within one block of the Playschool or to the Forrest Drive Park is 1 to 8.
8. The adult-child ratio for a walking excursion beyond one block of the Playschool or the Forrest Drive Park, but that is within three blocks, is 1 to 6.
9. The adult-child ratio for a walking excursion beyond three blocks is 1 to 4.
10. The adult-child ratio for a driving excursion is 1 to 4, plus the teaching staff.
11. An assisting parent who brings another child is not included in the ratio.
12. On a driving excursion, the teaching staff are not assigned to a group and will supervise the group as a whole.

#### Driving Excursions

13. A chartered bus may be used on driving excursions.
14. A parent driver must hold a valid driver's licence, and carry a minimum of \$1,000,000 of primary insurance coverage on the vehicle driven. The information from the parent may be set out in the form attached to this policy. The teaching staff or a parent asked to do so by the teaching staff must confirm the information provided by a parent driver.
15. In a parent-driven vehicle, each child up to 40 lbs. must be secured in a properly installed car seat. Each child over 40 lbs. must be secured by an appropriate seat belt.

BOARD APPROVAL DATE: June 17, 2003

CHAIRPERSON'S SIGNATURE:

## **Additions to existing Field Trip Safety Policy**

### **Procedures during a Walking Excursion**

1. Supervisors will be doing at least 4 head counts using a name list of children: one at the exit of Forrest Drive Park, one after crossing Forrest Drive North, one after crossing Burwash Drive and one when entering Playschool premises.
2. A caterpillar rope and the buddy system will be used when walking with children.
3. One of the teaching staff will be walking in the front and the other one in the back of the line; if there are more than two supervisors the additional supervisors will be assigned small groups of children and will be walking in between the two teaching staff.
4. In the event of a farther fieldtrip additional supervisors will be needed as laid out in our Field Trip Safety Policy.
5. All children will be wearing a Playschool t-shirt when on field trips, thus identifying them as being in the care of the Yellowknife Playschool.
6. Children will be educated on the importance of staying with the group and looking out for their buddy.

Board approval date \_\_\_\_\_

Chairperson's signature \_\_\_\_\_

**YELLOWKNIFE PLAYSCHOOL ASSOCIATION**

**VOLUNTEER DRIVER FORM**

Driver Information

Name:

Licence number and class:

Expiry date of licence:

Signature:

Document checked by:

Vehicle Insurance Information

Name of owner:

Make and model of vehicle:

Insurance policy number:

Expiry date:

Do you have \$1,000,000 insurance coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature:

Document checked by: