

## Outside of Centre

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**Policy:** The board and staff believe that children should have the opportunity to play in outdoor playgrounds and to discover their surrounding community and at all times being accountable for the children's safety and welfare.

**Definition:** **Casual Outing-** destination with-in close vicinity of center spontaneous not always planned but with a purpose to enhance weeks program plans.

**Field trip-** destination planned to a physical place, with an educational flavor that will enhance and compliment program plans.

### **Guidelines:**

- Parents sign consents for casual outings ( at registration) and field trips (as needed) an outing form will be provided to parents to sign weekly for planned outings/fieldtrips as indicated on planning sheets. Consent forms are posted in the front of the sign in and out books.
- Field trips are posted for parents 4 working days in advance of field trip day. All field trips have an educational purpose relevant to weekly program plan. To promote awareness to our community and what community services have to offer.
- Additional staff need to be arranged for, or a reduced staff child ratio, for all Fieldtrips and Casual outings.
- 1<sup>st</sup> group of day responsible to complete safety check list, before children have access to playground
- At all times Caregivers know how many children are at play/outing in the group, # of children and names, adding and deleting as children arrive and depart with parent/guardian/caregiver.
- When additional staff, volunteers, or parents are used, on the fieldtrip or casual outing these persons should stay to the middle of the group.
- No caregiver shall leave the center's premises with more than 3 children
- When in a playground one (1) staff (may be accompanied with children) is to supervise the entire group by walking the area of playground

watching for and removing any hazards. All other staff will be interacting with smaller groups of children, enhancing their play experiences, implementing planned activities or actively exploring what nature has to offer.

- When children are on an outing/fieldtrip current detailed information about outing/fieldtrip will be posted for persons at classroom door. Use Centre field trip form
- No child shall be transported in personal vehicle only on public transit busses, hired bus or by walking to destination.
- Every attempt will be made for additional staff or volunteers to be present for field trips/outings or at minimum a reduced ratio per age group size.

## **Procedures**

1a First group out, one (1) caregiver is to access (without children) playground to complete Outdoor Safety Checklist, initialing and dating, all other groups be observant that this has been done, complete if not. In the event that playground is unsafe inform director if assessor cannot correct deficiency.

1b Before leaving for a Casual outing or field trip children are given information about the where, whens, how, and whys of the outing, and all that are going will be given a review on safety rules (crossing streets, staying together etc.).

2 When leaving center for outside a list of the names of children that are going out will be prepared by the last staff leaving the room. To minimize wait time for children one staff will proceed with no more than staff to room's ratio and the backpack. The late staff caregiver should be the list holder. This list is then to be given to closing staff at the end of their shift.

3a Upon leaving for an Casual outing or field trip room supervisor will post completed field trip information form at rooms entrance, fill in all required information as outlined on the form;

# of children in group

# of caregivers and adult volunteers

Where (destination, general area)

How (walked, bus etc.)

Return time

Emergency contact #

Also checking off backpack checks and consent check

Purpose for outing/field trip is recorded in weekly program plans.

3b When proceeding ensure that volunteers are placed in the mid-section of walking children with primary staff at the beginning and end of row. Children should not walk with more than 2 across unless an adult is in-between. When walking and crossing streets the group needs to stay together at all times.

4. Parent/ Guardian notice for field trips need to be posted 4 days prior to trip if trip has a risk factor parents are given a permission slip to sign with information about field trip.
5. One Staff to supervise (may be accompanied by children) large group, be observant for potential problems or safety concerns and pick-up garbage as necessary. All other staff are interacting and following all licensing requirements (supervision, out-door play space, ratio's etc.), Best practices and encompass Accreditation Standards with smaller groups or individual children's interests. Outdoor play-time is to be planned time which is included on weekly programming sheets.
6. Returning indoors (from Community playgrounds, field trip destinations and center playground) Take roll call from list that was prepared and up dated during outdoor time. When all children are accounted for proceed. In the event that the group is getting on a bus this roll call will need to be repeated at each transition, till arrival at center. Caregivers should locate themselves at the front and rear of group so that entire group is visible during the roll call and transition time.
7. Last group of day in center's playgroup is responsible to put toys away, tricycles stacked in shed, any equipment that should not be rained on or is inside equip./toys will be brought into center. Gates and shed locked.
8. Head count upon arrival into classroom at center by last staff who has list