

## Outside of Centre

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**Policy:** The board and educators believe that children should have the opportunity to play in outdoor playgrounds and to discover their surrounding community, while also being accountable for the children's safety and welfare. The purpose for any off-site activities is recorded in weekly program plans.

#1 Principle in the Early Learning and Child Care Act states "The safety, security, well-being, and development of the child is to be supported and preserved."

**Definition:** *Casual Outing*- destination with-in close vicinity and visibility of the Centre. Can be spontaneous, not always planned, but with a purpose to enhance weekly program plans. Including School's property (playground) including Gym. The map following the policy displays the boundary on which a casual outing can be taken.

*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. Weekly 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.
- At all times educators should 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 educator shall leave the Centre's premises with more than 2 children.  
The only exception to this, is when the educators are escorting children to or from the school buses.

- When children are on an outing/fieldtrip, current detailed information about outing/fieldtrip (# of children destination time and contact #) will be posted for persons at classroom door. Use Centre fieldtrip form.
- No child shall be transported in personal vehicle. Only on public transit busses, hired bus or by walking to destination.
- Additional educators or volunteers need to be arranged whenever possible, to exceed minimum staff to child ratio, or at minimum a reduced ratio per age group size on all field trips and casual outings.
- An assigned educator is responsible to complete safety check list before children have access to playground.
- When in a playground one (1) educator (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 educators will be interacting with smaller groups of children, enhancing their play experiences, implementing planned activities, or actively exploring what nature has to offer.
- When going out in play-yard as a small group and only 1 educator, walkie-talkie needs to be taken for communication ease. Ring doorbell for director or other educators for assistance. In an emergency only, is cell phone permitted.
- When an emergency occurs 1 educator stays with injured child other educators assist in getting help and moving other children to a safe alternative area away from injured child.

## **Procedures**

1a Check to make sure that Outdoor Safety Checklist, has been completed for the day with an educator's initials and the date. When leaving Centre to go to the play yard, the first educator will write down the names of the children in the first group. No more than educator to child ratio allows in each group. The second educator will record the names of the children in group 2 and will grab the fanny pack and place the emergency cards in it belonging to the second group.

1b The first educator will grab the backpack and do a name to face recognition with a head count. The first educator will record the number on the head count form and time of departure. If the boot room is empty the first educator will proceed with the first group with the clipboard in hand. Once the children have their footwear on, the educator will count the children and record the number on the form. The clipboard will be left in the boot room for the second educator. Once the first group arrives in the yard, the educator will do another head count.

1c When the second educator has completed the name to face recognition and head count, the second group will proceed to the boot room once the first group leaves. The second educator will record number on the clipboard and

time of departure. Once the children have their footwear on, the second educator will do another head count, record on the clipboard, and move into the yard. Once in the yard, the second educator will do another head count of all the children, name to face recognition and record the total with time of arrival on the head count form.

1d Upon returning inside the Centre, with head counts/name to face recognition and record time of departure on the form. The first group will wait for the second group in front of the entrance. The first group will head into the boot room with clipboard and backpack. The second group will wait till the boot room is empty by engaging with the children in an activity. The first educator will do a head count once the children's footwear is off and record number on the form, leaving the clipboard for second educator. The first group will proceed into the classroom and the educator will do a head count. The second group will proceed inside and grab the clipboard. Once the children have removed their footwear, the second educator will do another head count. The educator will record the number on the form and the children will proceed to the classroom. Once in the classroom a final head count, name to face recognition will be completed by the second educator with time of arrival and total of children written on the form.

2a When going to Avondale's school gym, the children and educators will proceed in one large group. The first educator will grab the head count form. The second educator will take the backpack. A head count with name to face recognition will be done before leaving the class, with time of departure written down on the form. At the double doors is the second transition where another head count takes place as the group goes through the doors. The third transition will be upon arrival to the gymnasium. The second educator will do a final count with name and face recognition with time of arrival recorded on the form.

2b The same procedure will take place upon returning to the classroom, ensuring head counts/name to face recognition and time of departure is recorded when leaving the gym. Another head count completed at double doors and a final head count/name to face recognition in the classroom, recording the total of all the children and arrival time.

3a Before leaving for a Casual outing or field trip, children are given information about the where, when's, how's, and why's of the outing, and all that are going will be given a review on safety rules (crossing streets, staying together etc.). Upon leaving for a Casual outing or field trip team lead-educator 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 educators and adult volunteers
Where (destination, general area)	How (walked, bus etc.)
Return time	Emergency contact #
Also checking off backpack and consent checks	

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 educators 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 always stay together.

4. Parent/ Guardian notice for field trips need to be posted 4 days prior to the trip. When a trip has a risk factor, parents are given a permission slip to sign with information about the field trip.
5. One Educator 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 quality practices with smaller groups or individual children's interests. Outdoor playtime is to be planned time which is included on weekly programming sheets.
6. Returning indoors (from Community playgrounds, field trip destinations and Centre playground) Take roll call/head count from list that was prepared on the head count form and updated during outdoor time. When all children are accounted for proceed. If the group is getting on a bus, this roll call will need to be repeated at each transition and including arrival in the classroom, documenting on head count form. Educators should locate themselves at the front and rear of group so that entire group is visible during the roll call and transition times.
7. Last group of day in Centre's playground is responsible to put toys away, tricycles and any equipment that should not be rained on is put in shed. Inside equip./toys will be brought back into the Centre. Gates and shed locked.
8. Head count upon arrival into boot room and then classroom at Centre by last educator who has the head count form.