

Outside of Centre

Adopted: May 2005

Written: May 17, 2007

Last review: Nov 2018

Review date: April 2020

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.

Definition: **Casual Outing-** destination with-in close vicinity of Centre. Can be spontaneous, not always planned, but with a purpose to enhance weekly program plans. Including School's property (playground) including Gym.

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.
- Additional staff need to be arranged for, or a reduced staff child ratio, for all Fieldtrips and Casual outings.
- An assigned educator is responsible to complete safety check list, before children have access to playground.
- 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 center'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 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.
- 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 field-trip 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.
- 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 initialing and dating.

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.).

2a When leaving center for outside a list of the names of children that are going out will be prepared by the last educator leaving the room. The last educator should be the list holder. This list is then to be given to closing educator at the end of shift, when still out in play-yard.

2b To minimize wait time for children, one educator proceeds with no more than educator to child ratio. Check that boot room is empty and then proceed with your children and the backpack.

3a Upon leaving for an 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 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 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 stay together at all times.

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 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 updated 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, and including arrival in the class room. 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 classroom at center by last educator who has the list of children's names