



Little Feet Childcare Centre Limited

"we care for your child"

Excursion Policy and Procedure (HS17)

Rationale

Little Feet Childcare Centre aims to enhance children's learning through planned and spontaneous excursions which stimulate children's understanding and an awareness of our community.

EXCURSION PROCEDURE

1. A permission form is given to the parents/caregivers 3 weeks in advance of a planned trip.
2. All information about the trip is included in this form. (Appendix A)
3. Parents are informed to pack enough lunch and drinking water for the day, appropriate clothing and walking shoes and any medication the child might require on the day.
4. The Supervisor, Manager, and the person responsible will document a detailed Risk Assessment form for the trip which is kept in the excursion file.
5. Once the signed permission slip is returned, adult child ratio is organised. **The ratio for the under two's is one Adult to two children and for the over two's the ratio is one adult to three children.**
6. A request is made for parent helpers if needed.
7. Update the children's list to see who all are attending.
8. Check the trip bag to see if it has all the necessary items required for the trip. (Appendix B)
9. Check the permission slips again and allocate children to adults according to the ratio.
10. On the day of the trip, parent helpers are informed and instructed about their responsibilities and all other information for the day.
11. All children will wear badges which clearly states the centre name, centre contact number and the contact number of the person responsible.
12. A roll call is done in the centre before sending the child and the allocated adult to the bus.
13. A roll call is done in the bus before the bus departs.
14. Upon arrival to the destination, all children, parents, and teachers are to meet at the designated area and a roll call is done.
15. At the end of the day, all children, parents, and teachers meet at the designated area, a roll call is done and the child/ren with allocated adult are sent to the bus.
16. A roll call is done in the bus before leaving the excursion area.

17. Upon arrival to the centre, Parents need to sign the sign in/out sheet if they are taking their children home.
18. The centre will remain open for those children who will not be taking part in the excursion, or if the permission has not been given by the parents for the excursion.
19. When children travel in a car there will be two adults if there are more than 3 children in the car and each child will use an approved child restraint.
20. The driver of the vehicle needs to have a current driver license. The vehicle will have a current registration and warrant of fitness.
21. Parents will be required to meet the cost of any special excursions. Advance notice will be given of any cost involved and this money should be kept separate from fees for the sake of good financial housekeeping.
22. If the ratios for attending any outings are not met, the outings will be cancelled. If the outing is cancelled, all the money collected shall be refunded to the parents.
23. An emergency pack will be taken by the staff. First aid kit, medication, a cell phone, wet wipes, tissues, drinking water, phone number list, etc.

For Spontaneous Excursions, Library visits and nearby areas.

1. Written permission is obtained in the child's enrolment form on the day of enrolment. **(Teachers are required to check the enrolment forms thoroughly for an individual child to ensure that their parents have given permission for spontaneous excursions)**
2. Parents and care givers are to be informed about the local walk (White board and through Staff)
3. Parents and caregivers are invited to participate and will be included in the ratio.
4. Risk assessment will be carried out regularly to identify and minimise hazards.
5. Ratios are to be maintained always. **(For the under two's the ratio is 1 adult to 3 children and for over twos the ratio is 1 adult to 5 children)**
6. Teachers will take Cell phones, first Aid kit and any other necessary item needed for the trip.
7. A roll call will be taken before going for local walk and the children will stay with allocated adult.
8. Upon arrival to the centre, a roll call is taken again.

Appendix A

- 1.0 Date of Trip
- 2.0 Time of Departure and arrival
- 3.0 Destination
- 4.0 Mode of Transport
- 5.0 Cost per child
- 6.0 Child- adult ratio
- 7.0 Name and contact number of the person responsible for the trip.
- 8.0 Due date for the return of permission form.

Appendix B

- 1.0 First Aid Kit
- 2.0 Contact numbers for all children
- 3.0 Contact numbers for all staff
- 4.0 Cell phones for emergencies
- 5.0 Contact details for the bus company
- 6.0 A bag containing facial tissues, hand sanitizers, hand gloves, baby wipes and nappies.
- 7.0 Excursion Policy
- 8.0 Risk analysis assessment form