

## **POLICIES AND PROCEDURES: Field Trip Policy**

**FUNCTION:** Field trips shall be included to enhance the program, expand the children's awareness about their world and encourage parent involvement.

**POLICY:** ECS Children shall have the opportunity to participate in all field trips unless monies due are not paid. Siblings are not part of the ECS program and therefore not eligible to participate in field trips.

### **GUIDELINES:**

1. When registering their child at Hay Lakes ECS, parents give consent (and acknowledge risks) for their child to participate in field trips or activities involving bus transportation under the supervision of the Hay Lakes ECS teacher.
2. The teacher is responsible for the overall supervision and safety of students during a field trip, thus the teacher will send a note for each field trip home for parents to sign and return to the teacher to ensure parents are aware of field trips and for the teacher to verify student medical concerns and ensure up to date emergency contact information. The teacher will arrange for adult supervisors on each field trip (1 adult supervisor to 3 kindergarten students) and review safety procedures with adult supervisors.
3. The responsibility of adult supervisors is to take reasonable steps to reduce the risks of injuries to students.
4. The teacher will have a list of students (including any medical concerns and emergency contact information), a cell phone and a First-Aid kit (or have access to one).
5. In the event of an accident or illness of a student, medical treatment, if necessary, will be promptly sought and the parents/guardians notified as soon as possible