

Before and After Care Field Trip and Outing Guideline



The following is a guideline for staff when planning field trips or outings for the Before and After Care Program. Field trips are defined as any travel to a location off the St. Mary's Education Centre and Academy Property. Parents have already given prior permission for participants to walk to Stonewall Park, the St. Mary's Recplex and throughout the SMECA property. If planning an outing to one of these locations, an email informing parents of the outing should be sent out.

Planning Field Trips and Outings

- If it is a new or unfamiliar destination, visit the location and assess its suitability to the age, health, safety, and well-being of the children.
- Plan the route to and from the location.
- Prepare a field trip/outing schedule including the timing of events, transportation, fees, and expenses.
- Separate consent forms may be developed and distributed to parents/guardians.
- Always maintain the required staff-to-child ratio and if necessary, ask for volunteers (who have completed all required background checks).
- Prepare field trip/outing bags that contain First Aid Kits, emergency contact information, snacks, potable water, a copy of the attendance for the day, and any emergency medications (if required).
- Plan and organize on-site field trips/outings by inviting people into the program (e.g. fire fighters and their truck, police officers).

Field Trip and Outing Safety

- Review safety procedures with staff prior to going on the field trip or outing.
- Review safety procedures and behavior expectations with children prior to going on the field trip/outing.
- Assign each staff to a small group of children to maintain the required staff-to-child ratio.
- While walking, position staff between, in front of, and behind children.
- Count the children frequently and be aware of where they are at all times.
- It may help to have all children wear program identifiers (e.g. wristbands, t-shirts, hats, name tags).
- Ensure all children are wearing weather appropriate clothing and sunscreen.
- If using a vehicle, ensure the vehicle and driver comply with requirements of the *Motor Vehicle Act*. If using public transportation, develop a transit protocol (e.g. boarding and exiting buses). Most programs would not be using transportation-walking only
- Upon return, record the field trip/outing in the daily log.