MAGILL KINDERGARTEN
Operational Policies and Procedures

Excursion Policy

We believe that excursions and performances planned by staff must supplement the kindy curriculum and provide opportunities for children's learning.

Through the excursions and performances, children can access cultural, social and other learning activities that cannot be otherwise experienced.

Because these are part of the curriculum and valuable for the children's learning, the Kindy will ensure that the maximum cost to parents during 2010 for any one excursion / performance will be $15.

Parents will be notified in advance of pending excursions and money will be collected in the week prior.

At the Director's discretion, pre-entry children may participate in kindy excursions if accompanied by a paying parent.

PRIOR TO PROPOSED EXCURSIONS

- Parents will be notified via newsletters and a notice displayed at the kindy.
- All parents will be asked to sign a consent form which will clearly display any cost involved and ask for parents to indicate whether they wish to accompany us on the excursion.
- Prior to the excursion a ratio of at least one adult to five children will be expected in order for the excursion to occur.
- In the event that a parent is unable to sign the consent then verbal permission will be sought by phone and recorded with the time of the phone call indicated.

EXCURSION DAY

- Staff will take with them:
  - a first aid kit including Epi-Pens and required medication
  - a mobile phone
  - the roll book
  - the Emergency Contacts Folder
- Staff reserve the right to cancel any excursion if the weather is unfavourable or there is likelihood of any hazard to the staff or children.
- If staff have concerns about the well-being of a child on an excursion, their parent or caregiver will be invited to accompany them.
- In the case of an emergency, parents will be called immediately and asked to collect their child.

Governing Council Endorsement: Date: