

BELAIR JEAN BONYTHON KINDERGARTEN

EXCURSION POLICY

Policy Statement

Excursions are an integral part of our curriculum and program at Belair Jean Bonython Kindergarten and are arranged in order to enrich the experiences of children. Parental permission will be sought for all excursions, which will be organised to comply with D.E.C.S. regulations & instructions.

Staff Responsibilities

The Director is responsible for overseeing the implementation of the following policy and procedures.

All staff are responsible for the safety, care and education of children and to ensure that volunteers are informed as to excursion details.

Volunteer Assistance

The staffing ratio of one paid staff member to every 11 children or part thereof will be maintained at all times. At the discretion of the staff team expressions of interest may be sought from the preschool community. Volunteers must be over the age of 18. Volunteers are expected to assist with the supervision of children and are therefore not permitted to bring younger children with them. The allocation of volunteers is at the discretion of the Director or delegate, based on the following priorities:

1. Parent/carer of child with special needs.
2. Parent/carer of a child in their first term of kindy
3. One parent/carer per family

Procedures/Actions

- ★ Excursion planning must reflect consideration towards any reasonably predictable conditions and hazards that may occur.
- ★ Children must not be transported in private vehicles.
- ★ All excursion costs must be covered by the excursion charge unless prior agreements are made with the Governing Council.
- ★ The excursion must be appropriate for the children attending and be relevant to the kindergarten program.
- ★ Excursions must be publicised to all parents/carers with full details of destination, travel arrangements, time of departure & return, food arrangements, staffing & volunteers and any instructions or special items children may need.
- ★ Excursions require a signed consent form for all children before they participate.
- ★ Children will wear an attached printed label with kindergarten's name, address and **mobile phone number** to contact staff during the excursion.
- ★ Costs will be kept as low as possible and (where possible) will not exceed \$10 per term, as agreed by the Governing Council.
- ★ No refunds will be given once families have paid and are subsequently unable to attend. Costs are determined, based on all children participating. Any refunds given means the Centre will have to make up the shortfall.