

EXCURSION POLICY

Purpose	The kindergarten/centre programme may provide planned opportunities for children to have safe learning experiences outside of the kindergarten/centre.
Explanation	<p>Excursions aim to:</p> <ul style="list-style-type: none"> • Ensure all experiences shall link to the Central Kids philosophy. • Extend individual children’s learning through varied experiences outside of the kindergarten/centre. • Develop in children a greater awareness and connections with the environment outside home and the kindergarten/centre. • Give consideration to emotional wellbeing of all the participants. The smaller the group the better outcomes there are for children.
Scope	All tamariki and adults within Central Kids Early Education services.
Guidelines	<ul style="list-style-type: none"> • Excursions shall generally be planned as part of the kindergarten/centre curriculum programme to meet children’s learning outcomes. Exceptions to this shall be discussed with a professional leader. Planning for excursions shall include head teacher/centre manager. Discussion and information shall be shared across the team. • Safety is of paramount importance - an onsite visit to complete the excursion risk analysis shall be completed by a certificated teacher for the proposed destination prior to the excursion application. Swimming is not permitted including events planned by teaching staff for community/whanau events such as swimming outside of licensed hours. • Consideration to travel time is essential. No more than 1 hour, each way, is an acceptable time for travel. • Consideration shall be given to ensure that any associated costs are reasonable and affordable. • Provision shall be made for children who are not participating in the excursion. Children/parents/whānau shall be made aware that the excursion is optional. Adult: child ratios shall be maintained in the centre. • For all excursions, written parental/guardian approval MUST be obtained and the mode of transport plus adult/child ratio to be used stated. • Excursion application, excursion risk analysis and risk analysis discussion shall be sent to professional leader at least 10 working days prior to the proposed excursion for signed approval. Signed approval shall be received before parents/whānau are notified about the excursion. Discussion points shall clarify the relevance of experience to children’s learning; how this fits with Central Kids’ philosophy; risk assessment; group size and other relevant factors. • Permission slips shall be filed and kept for a minimum of 12 months from the date of the excursion. • Attendance register shall be marked prior to departure, during and on return.

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- Motor vehicles:
- Where possible consideration should be given to hiring a commercial vehicle such as a bus.
- A designated teacher shall sight that:
 - all vehicles, including commercial vehicles have a current W.O.F. and registration.
 - all drivers including commercial vehicle operators have a current full driver's licence for the vehicle they operate.
- If children travel in a motor vehicle while in the care of the service:
 - each child is restrained as required by Land Transport legislation;
 - designated person to check car seat expiry dates prior to excursion
- Adult: child ratios:
- There shall be no less than 2 adults on an excursion. All children on the excursion shall be included in the ratios. The group shall be accompanied by a teacher listed as a person authorised for licensing purposes. These are minimum ratios and consideration shall be given to individual children's needs.
- ON WATER Adult: child 1:1
- ACCESS TO WATER Adult: child 1:2
- TRANSPORTED & WALKING Adult: child
 - Under one year old - Adult: child 1:1
 - Under two years old – Adult: child 1:2
 - Over two years old: Adult: child 1:4
- The following supplies shall be taken on each excursion:
 - A list of children's names and emergency contacts
 - Mobile phone
 - First Aid kit
 - Fresh water
 - Additional food
 - Clothing and equipment as appropriate – consideration of weather conditions (e.g. rain) and needs of children (e.g. toileting).
- Excursions are an extension of a kindergarten/centre session, therefore, the no smoking policy shall be in force within the excursion period.
- Prior to the excursion all adults shall be briefed on their responsibilities verbally and in writing. All adults and children shall be informed of hazards, risks and any venue rules of conduct prior to arrival at destination
- On the day of the excursion, prior to leaving the kindergarten/centre, email the completed excursion application form to the Central Kids Head Office.
- If on the day the excursion is cancelled or postponed, notify Central Kids Head Office prior to the intended departure time.
- If no one is to remain in the kindergarten/centre a note shall be left on the gate/door stating your destination, time you shall be returning, and contact phone number.

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	<ul style="list-style-type: none"> • Spontaneous Excursions: Walking only. • These are excursions not included in long/short term plans but an opportunity that occurs in the local community of which you had no prior knowledge. • Check that the parent/caregiver has signed their “permission for spontaneous walks” on the enrolment form. • Comply with all excursion requirements. • The group shall be accompanied by a teacher listed as a person authorised for licensing purposes. • Notify Head office by phone or email and provide information about: <ul style="list-style-type: none"> ○ Number of children and adults are going on the excursion ○ Where you are going ○ Who the responsible teacher/s is ○ How many children and adults left at kindergarten/centre ○ Time of departure and expected return
References	
Service Documents	Licensing Criteria for Early Childhood Education and Care Centres 2008 HS 17 & 18 as amended May 2015 www.nzta.govt.nz
Policy Review	Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such policies.