



Field Trip Policy

Introduction

The Pacific Montessori Society recognizes the educational value of well planned and supervised curricular and extra-curricular field trips. The primary purpose of these trips is to enhance educational experiences and to form an integral part of the education of the participants. Teachers are encouraged to plan field trips for groups of students, whether it be for athletic, cultural, musical, linguistic, social, or other educational reasons. These experiences enrich the curriculum and provide opportunities for young people to develop their intellectual, social and physical capabilities. These trips will supplement the curriculum and extra-curricular programs of our school.

1.0 Field Trip Definition

A field trip is an educational experience provided by Selkirk Montessori School to the students, that takes place off Selkirk Waterfront Development property.

2.0 Authorization

- 2.1 Approval for all field trips must be granted by the Academic Head or Administrator prior to the commencement of detailed planning or fund raising.
- 2.2 The Board of Directors must be advised of all field trips.
- 2.3 A standard form must be filled out requesting approval for all field trips.

3.0 Financial Assistance

- 3.1 Selkirk Montessori School will make all reasonable efforts to assist any family that does not have funds required for students' participation.

4.0 Parental Authorization

- 4.1 Upon registration, parents will sign a blanket field-trip form to authorize all field trips for the year.
- 4.2 Parents will be sufficiently informed in writing of the details of each proposed trip.

4.0 Parental Authorization continued

- 4.3** Prior to permitting a student to participate in a specific field trip, each student must return to his/her teacher an authorization form for that trip, signed and dated by the student's parent/guardian. On occasion verbal consent will be acceptable.
- 4.4** Parents are required to indicate whether the student has any special disability, medical problem or need that must be accommodated.
- 4.5** Selkirk Montessori School will indicate whether any particular clothing and/or equipment is required for that field trip.
- 4.6** Excursions to areas on the Selkirk Waterfront Site, to the local "Y" Park, and the Galloping Goose Trail will not require more than the blanket parent/guardian's authorization.

5.0 Planning

- 5.1** For the purpose of ensuring adequate organization and allowing sufficient notice to parents, field trips should be planned, wherever possible, prior to commencement of class in September.
- 5.2** Each class monthly calendar should state the date of intended field trips, destination, and duration.
- 5.3** A school trip request form must be completed by a teacher for each school field trip. The Academic Head or the Administrator must sign the School Field Trip Request Form prior to the event or activity.
- 5.4** At least one week prior to a field trip, teachers should provide students and parents with written notice that includes all pertinent details. There may be exceptions to this time frame when special opportunities arise unexpectedly.
- 5.5** Transportation needs should be determined and arrangements should be made well in advance of the date of the field trip.

6.0 Transportation

- 6.1** All passengers must wear seatbelts. Students may not be seated where there is an air-bag. Car seats must be provided for children under 40 pounds. Effective July 1, 2008, booster seats must be provided for children over 40 lbs until they are 9 years old unless they are 4' 9" tall.

6.0 Transportation continued

- 6.2** Students are to be driven directly back to school following the field trip activity unless prior arrangements have been made by the parent/guardian with the teacher.
- 6.3** The field-trip leader will complete a list of students assigned to each bus or vehicle with the names of the volunteer parent driver. A copy of the list is to be left in the office prior to leaving on the trip, and updated for any students who are absent on the day.

7.0 Safety Precautions

- 7.1** An appropriate emergency plan and emergency supplies should be prepared by the teacher prior to the date of the field trip. The teacher must carry a first-aid kit, medical alert information, and a list of students' emergency contact numbers.
- 7.2** Each parent driver must submit to the office, prior to the day of the trip, a copy of their current car insurance with a minimum of \$2,000,000 third party liability coverage, and a copy of the driver's license for the current year.
- 7.3** The Selkirk Montessori teacher will be the field trip leader. The Academic Head or Administrator and the teachers shall ensure that suitable supervision ratios are met. Preschool children require a minimum of two teachers to 20 students, grades 1 to 7, a minimum of one teacher per ten students, and students in grade 8, a minimum of one teacher to 15 students. More hazardous trips may require additional supervisors.
- 7.4** The field-trip leader is responsible for familiarizing themselves in advance with the destination and associated details of the event.
- 7.5** Parent volunteer supervisors accompanying a class shall be selected at the field-trip supervisor's discretion, based on criteria given to the school by organizations (e.g. BC Museum), the needs of students in the class and the suitability and availability of parents.
- 7.6** Prior to departure, the field-trip supervisor will ensure that all supervisors and volunteer supervisors receive orientation or briefing on details regarding the trip, and their specific duties and authority.
- 7.7** Supervising parents with siblings who are not in the class should find alternate care for these children.

7.0 Safety Precautions continued

- 7.8** A list of student participants must be kept in the school office with notation of any students who are absent on the day of the trip.
- 7.9** The school office must be notified of any changes to school trip departure, arrival times, or location of activities.
- 7.10** Parent volunteer supervisors are not to bring family pets on school field trips.

8.0 Post Trip

- 8.1** The field trip leader is to complete and submit a post field-trip report in the event of accidents, incidents, and if unusual, unexpected, or unsatisfactory experiences have occurred on the trip or during the activity.

9.0 Multiple Day Field Trips

Prior to the multiple day field trip, in addition to the terms above, the Academic Head and Administrator must ensure that:

- a).** Parents are encouraged and given the opportunity for input and planning into the field trip.
- b).** A meeting of participants, parents/guardians, administration and supervisors be held prior to the field trip to inform everyone of the terms and conditions of the field trip.
- c).** Clear guidelines of expectations and procedures for the field trip are established between the administration, participating staff and parents.
- d).** Where male students are involved there must be at least one adult male supervisor, and where female students are involved there must be at least one female supervisor.
- e).** Information must be left in the office containing the destination, locations, residences, telephone numbers and relevant information.

10.0 Out of Province Field Trips

- 10.1** The teacher will submit, in addition to the terms above, a Field Trip Application Form to the administration for preliminary approval at least 30 days ahead.

10.2 For field trips out of British Columbia, adequate medical insurance coverage must be obtained and information given to all supervisors prior to the field trip.