

Title:           **EXCURSIONS**

Adopted:       December 4, 2012  
Revised:       November 1, 2016, January 2019

Related:        Policy CE.002 - Excursions

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### **PURPOSE:**

The purpose of this procedure is to provide a process and guidelines for excursions in accordance with Policy CE.002 Excursions.

### **DEFINITIONS:**

<i>Excursion:</i>	Any approved school-organized educational activity involving students that takes place off school property, e.g. ROM, St. Lawrence Market, Science Centre. Parents/guardians must be informed of dates, location, supervision, method of transportation and any cost involved to the student.
<i>Informed Consent:</i>	Consent given after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity.
<i>Parent/Guardian</i>	For the purpose of this document, the term parent/guardian includes any caregiver legally recognized as acting in the place of a parent.
<i>Program Service Providers</i>	Organizations that provide services, programs, or facilities that are used for excursions.
<i>Student Information Check</i>	Report that lists all the students on the excursion, their addresses, phone numbers and emergency contacts, along with any health issues.

### **PRINCIPLES**

1. All staff must be familiar with the content of the excursion policy and procedures.
2. Every excursion must have an educational purpose with curricular relevance that is clearly identified to the students and their parents/guardians.
- 3.

## Applying For and Arranging an Excursion

### **4. Principal's Permission**

- a) Teachers shall complete the Excursion Request Form (Appendix A) four weeks in advance of the date of the requested excursion and submit it to the Principal together with a copy of the completed Parent/Guardian Excursion Permission Form (Appendix B).
- b) The Principal shall make decisions to approve or not approve any excursion with due regard to safety and environmental factors (e.g. proximity to water, dangerous areas, possibility of disconnect from the group)
- c) Permission will not be granted for any excursion in which water emersion or aquatic activity (e.g. boating, canoeing is involved).
- d) The form must include the type of transportation being used (walking or bus).
- e) The Excursion Request Form must include a list of students participating in the excursion, their mobility requirements and if nursing is attending.
- f) All costs allocated with the excursion must be included on the form. If the excursion planning is well in advance of the trip, a cheque can be produced to pay for the excursion by Bloorview School Authority. Otherwise, the teacher will be required to pay for the excursion personally and be reimbursed by the school (either immediately through petty cash or by cheque, taking up to three weeks).
- g) The teacher is responsible to obtain all permissions required from parents/guardians.
- h) In some cases, permission must be granted by the hospital staff for resource students to participate in an excursion. The teacher in charge of the excursion will confer with the Principal regarding this possibility.
- i) No planning can be made or contracts entered into with program service providers until the Principal has signed approval of the excursion. The Principal shall make the decision to approve or not approve any excursion. Permission will not be granted for any excursion in which water emersion or aquatic activity (e.g. boating, canoeing is involved).
- j) There may be occasions when the approval of an excursion previously granted must be withdrawn. In these situations, the decision will be made only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is withdrawn, the person(s) responsible for the approval shall endeavor, as soon as possible, to advise all concerned and to assist them in recovering any resulting personal loss.

### **4. Accommodation of Religious Requirements, Practices and Observances**

- a) When planning an excursion, every reasonable effort shall be made to be aware of the religious observances of the staff, students and community members who may be involved in the excursion or impacted in some way.
- b) For additional information regarding Holy Days, please consult Bloorview School Authority – Policy PCE.003 – Equity and Inclusive Education.

**5. Requirements of Program Service Providers**

When utilizing a Program Service Provider for an excursion, the Office administrator shall determine if the Program Service Provider is on the pre-approved list of Service providers and as such. If the Program Service Provider is not on the pre-approved list then the teacher must determine that the provider carries general liability insurance by obtaining a copy of the policy or certificate of insurance.

The teacher in charge shall ensure that Program Service Providers have qualified and/or certified instructors, where necessary.

**Transportation**

**6. Information to Parents**

- a) The teacher will inform parents/guardians in writing on Excursion Parent/Guardian Permission Form.
- b) The teacher shall make every effort to inform parents/guardians in writing on the Parent/Guardian Excursion Permission form that they will be responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the school's Code of Behaviour during the excursion. This could include costs for transportation home or for damages resulting from misconduct.
- c) The teacher will arrange and supervise all aspects of transportation required.

**7. Transportation Options and Rules**

- a) Acceptable means of transportation for students participating in excursions may include:
  - buses and vans hired by Bloorview School Authority
  - transit authority and licenced government and commercial public carriers, vehicles, and vessels;
  - taxis;
  - other forms of transportation approved by the Principal.
- b) Teachers will request permission to use a bus on the transportation list. Once permission is granted, the Office Assistant will book the bus.
- c) Insurance information shall be obtained for vehicles used for the excursion, regardless of the mode of transportation. This information may have already been obtained if a transportation provider is on the pre-approved list.

**8. Use of Buses and Vans**

- a) The preferred method of transportation for students on excursions is by buses or vans or hired by Bloorview School Authority (IET students) or Holland Bloorview (Resource students).
- b) If outside busing carriers are used, they will be selected from the list of pre-approved carriers prepared and issued annually by the TDSB Transportation Department.
- c) A staff member from the school shall supervise students on a bus or van during all school-organized excursions.

- d) The teacher in charge shall carry a list of students on that bus, plus a seating plan for everyone on the bus. The list should include the licence/identification number of each vehicle.

**9. Travel in Inclement Weather**

- a) From time to time, weather conditions may make travel hazardous, particularly on the highway. If the normal home to school transportation is cancelled on any given day, then all excursions shall also be cancelled for that day.
- b) If weather conditions change in the course of the day, the teacher in charge has the ultimate responsibility for the safety of the students, and shall make a decision in these circumstances whether to continue or not continue with the excursion. Where possible, a check must be made for travel or weather advisories.
- c) Bloorview School Authority will cover any costs associated with the cancellation or delay of the excursion.

**Supervision**

**10. General Guidelines Regarding Supervision**

- a) When supervising students on excursions, teachers and other school staff shall comply with the standard of care of a reasonably careful or prudent parent in the circumstances.
- b) In monitoring excursions, the Board and its staff shall comply with all statutory duties and ensure that every activity is conducted in accordance with the *Education Act* and related regulations.
- c) In approving and supervising excursions, the Principal shall comply with his/her statutory duties, including the duty to maintain proper order and discipline in the school, give assiduous attention to the health and comfort of the students, supervise instruction in the school, provide for the supervision of any school activity authorized by the school board, and report promptly any neglect of duty or infraction of school rules by a student to the parent/guardian.
- d) In planning and supervising excursions, teachers shall comply with their statutory duties, including the duty to teach diligently and faithfully the classes or subjects assigned to the teacher by the Principal; encourage students in the pursuit of learning; encourage the highest regard for truth, justice, loyalty and other virtues; maintain proper order and discipline in the classroom and on the school ground; be responsible for effective instruction, training and evaluation; ensure that all reasonable safety procedures are carried out; and co-operate with the Principal and other teachers to establish and maintain consistent disciplinary practices.
- e) The Principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions.
- f) Volunteers shall adhere to the procedures of the Board relating to volunteers, including criminal records checks.
- g) The Principal shall designate one certified teacher from the school as the teacher in charge of the excursion.

The Principal shall not designate an occasional teacher as the teacher in charge of an excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgement of the Principal, has sufficient knowledge about the students and the activity of the excursion.

- h) The Principal shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
- i) The Principal shall ensure that all supervisors are aware of relevant medical concerns for all participants.
- j) The Principal shall make every effort to approve all volunteers on excursions.

## **Parent/Guardian Permission**

### **11. Consent Forms**

- a) At the beginning of the school year, the Principal shall ensure that:
  - (i) Parents sign the School Activity Consent Form (Appendix E) which gives permission for students to leave school property and go out into the immediate local neighbourhood under supervision of Bloorview School staff.
  - (ii) The Plan of Care and Management of Emergency Medical Concerns form and the Administration of Prescribed Medication Form will be completed by the parents and the school database updated.
- b) There must be a signed Parent/Guardian Permission for Excursion form returned for each student participating in an excursion.
- c) The Principal shall ensure that one copy of all appropriate approval forms are on file in the school until at least the end of June of the school year following the school year in which the excursion takes place.
- d) Letters and forms will be translated upon request.
- e) Where the child is subject to a custody order, the written consent of both parents may be required if there is a joint custody order.

### **12. Neighbourhood Excursions**

Parents will complete the School Activity Consent Form at the beginning of the school year, to cover non-high-care curricular activities in instructional time within walking distance (less than 0.5 km) of the school. Appropriate supervision shall be approved on a case-by-case basis by the Principal. The teacher will notify parents/guardians of the activity, location, date and time through newsletters or notes in the Communications Books.

### **13. Beyond the Neighbourhood Excursions**

For each excursion, teachers will prepare and send home to parents the Parent/ Guardian Excursion Permission form. Parents will be required to sign the form indicating that they are allowing their child to participate in the excursion. Where written informed consent of parents/guardians cannot be obtained, the student shall be excluded from the excursion unless the Principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate and has verbal permission from the parent/guardian.

In exceptional circumstances, excursion dates and times may change. The teacher shall make every effort to inform custodial parents of these changes. Parents/guardians who wish their child to participate in an excursion are required to indicate on the excursion form if there is any medical reason why their child should not participate in the activity, or which may lead him/her to require special attention during the activity.

## **Financial considerations**

### **14. Funding and Excursion costs**

- a) At the beginning of each school year, the Principal will inform each teacher of the allocation of the annual budget for excursions. These funds can be used for entry fees, transportation or other related costs.
- b) If students are to pay a portion of the entry cost, teachers shall inform parents/guardians of the cost of the excursion on the Parent/Guardian Excursion Permission form.
- c) No monies shall be collected prior to the full approval of the Principal
- d) Parents/guardians shall be informed that they will be responsible for any applicable losses or costs should their child engage in misconduct while on the excursion, including damages and/or return transportation fare.
- e) Every effort should be made to ensure that excursions are affordable to students. No student shall be excluded as a result of financial inability to pay.
- f) The maximum number of excursions allowed per class in a school year is four (4).
- g) Any costs above \$10 per student per excursion will be covered by the excursion budget.

## **During the Excursion**

### **15. Communication**

- a) The Principal or designate identified to the teachers shall be available by telephone, cellular telephone, or other wireless means of communication to teachers in case an emergency arises at any time during the excursion.
- b) The Principal shall keep with him/her at all times, as well as posting in the office, the excursion itinerary and phone numbers for the teacher in charge of the excursion.

### **16. Medical concerns and Student information**

- a) The teacher shall be aware of details of all medical and emergency care information for all participants prior to any excursion.
- b) The teacher in charge shall inform all supervisors of relevant medical concerns for all participants and expected interventions.
- c) The teacher in charge shall carry the Student Information form (Appendix C) on every excursion.
- d) Parents must complete the medical section on the excursion form.

## **After the Excursion**

### **17. Forms**

The teacher shall submit to the Principal one copy of all appropriate approved forms to be kept on file in the school until at least the end of June of the school year following the school year in which the excursion takes place.

## **Risk/Liability**

18. Excursions involve risks and responsibilities different from those encountered in the classroom. The Authority's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Authority. The insurer responds to lawsuits that are brought against staff or volunteers who are supervising school events and activities approved by the Principal, and provides protection for each occurrence.

## **Responsibilities**

### **19. Volunteers**

- a) Volunteers shall adhere to the policies and practices of the Authority and shall work under the supervision of the Principal and teachers from the school for the duration of all excursions.
- b) Volunteers shall adhere to the procedures of the Authority relating to volunteers, including police criminal records checks.

### **20. Students**

- a) Student shall adhere to the school's Code of Behaviour for the duration of all excursions. Students who fail to adhere to the Code of Behaviour while on excursions will be subject to the same consequences as if the students were in attendance at school during regular school hours.
- b) Students are expected to be prepared for the excursion and adhere to excursion expectations.
- c) Students shall follow the directions of teachers and other supervisors during excursions.

### **21. Parents/Guardians**

- a) Parents/guardians of students under the age of 18 who wish their child to participate in an excursion are required to provide consent for each excursion by completing and returning to the teacher a Parent/Guardian Excursion Permission form. Students aged 18 and over who are able to provide informed consent, may sign on their own behalf. However it is strongly recommended that the parents/guardians of such students also sign the form. When informed consent is not possible, the parents must sign the consent form.
- b) The Parent/Guardian Permission for Excursion (Appendix B) will contain information about the nature and purpose of the excursion, locations, dates and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements.
- c) Parents/guardians (or the student, where the student is aged 18 or over) who wish their child to participate in an excursion are required to indicate if there is any medical reason why their child should not participate in the activity, or that may lead him/her to require special attention during the activity.

Medical information shall be requested annually by the school, and parents/guardians are expected to provide the school with any relevant information or changes throughout the school year.

- d) Parents/guardians are expected to ensure that their child is prepared appropriately for the excursion.
- e) Parents/guardians are responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the school's Code of Behaviour. This could include costs for transportation home or for damages resulting from misconduct.

## **Emergencies – Evacuation or Medical**

### **22. Contingency Planning for Emergencies**

- a) The Principal shall ensure that contingency planning is part of every excursion. This includes anticipated risks, potential emergencies, and response to these emergencies.
- b) During an emergency, the supervisor shall take care of the immediate needs of the participants involved in the incident, prevent the situation from escalating, and follow the steps below:
  - (i) Call 911
  - (ii) Assess the situation to determine if immediate medical care is required or if assistance is required.
  - (iii) Account for all participants and remove participants from further danger. A supervisor shall take charge of the group, provide comfort and necessary information to all involved.
  - (iv) Arrange for the administration of first aid or CPR as required.
  - (v) Call the Principal. Contingency planning should be coordinated with the school.
  - (vi) In life-threatening situations, call the Principal after altering emergency services.

### **23. Considerations in reporting an emergency:**

- (i) state location
- (ii) state name of caller
- (iii) describe the nature of the problem
- (iv) describe type and extent of injury
- (v) how many participants are injured
- (vi) describe the action taken
- (vii) specify needs (i.e. medical, transportation, supervision)
- (viii) transport participants to medical care as quickly as possible
- (ix) A staff member or adult supervisor should accompany injured participant to the hospital. Contact the Principal from the hospital to update on the participants condition.
- (x) The Principal shall arrange a convenient meeting area for parents when an emergency arises, to allow for privacy, fact finding, and exchange of information.
- (xi) During an emergency, where possible, the teacher in charge will keep or arrange for an ongoing written log of events and times to be kept.



## **24. Medical Emergency**

- a) At the beginning of the year, Principals shall ensure that the Plan of care and Management of Emergency Medical Concerns forms are completed. Parents must have signed the Parent/Guardian Excursion Permission form (Appendix E), authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student. The Principal must ensure that the medical information is entered onto the data base.
- b) To determine whether a student participates in an excursion, the Principal shall take into consideration:
  - (i) if a student has a serious medical condition; and/or
  - (ii) the administration of medication is too complicated; or
  - (iii) a student has engaged in serious misconduct, including breach of the school Code of Behaviour.
- c) The Principal will ensure that staff and volunteer organizers are aware of participating students who may suffer anaphylactic reactions and ensure that the individual plans and epinephrine and cell phones are available, if required.
- d) Teachers and adult supervisors shall carry the Student Information form on every excursion. This will ascertain that students' medical information is directly accessible to them throughout the excursion.

## **25. Emergency Communications**

- a) In advance of the excursion, the teacher in charge shall leave an itinerary of the excursion in the school office, including contact information, so that the Principal may contact the teacher in charge if an emergency arises.
- b) The Principal shall be available by telephone or other wireless means of communication to teachers in case an emergency arises at any time during the excursion, or if a return is delayed.
- c) The Principal shall have, and post in the office, the itinerary and phone number for the excursion teacher for excursions.

## **26. Early Termination of Excursions**

In the event that the Principal or teacher in charge determines that a student or students should return home prior to the end of the excursion, the Principal or teacher in charge shall inform the parent/guardian and make suitable and safe arrangements for the return of the student

## FIELD TRIP REQUEST FORM SAMPLE

### TRIP INFORMATION

Field trip to	
Date	Name of Teacher(s)
Contact Person	Cell Number
Loading Time	Return Time

### BUSSING / TRANSPORTATION

Driver Required	Yes	No	Van/Bus Required	Yes	No
Driver(s) Name(s)			Phone Number		
Other Vehicles and Drivers	Yes	No			
Specify					

### STUDENTS

Name	Mobility	Nursing – yes/no	Other *

\*Special Health Care/Nutrition issues have been addressed.

### SUPERVISION

**Teachers and adult supervisors shall review the Board's "Field Trip" guidelines during preplanning sessions.**

Staff	
Volunteers	
Parent's	

### ADMISSION/TRANSPORTATION COSTS

Admission - Students	\$	Transportation Costs	\$
Admission - Staff/Parents/Adults	\$	Other Costs	\$
Admission - Volunteers	\$	Total Costs	\$
Please prepare a cheque in the amount of \$ _____ made payable to _____			
Staff will pay and be reimbursed at a later date			

**I hereby certify that I will obtain the necessary permission and Power of Attorney (where applicable) from the parents or guardians of each participating student.**

Teacher's Signature	Date
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### APPROVAL

Director/Principal Signature	Date
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Additional Information/Notes:
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## PARENT/GUARDIAN EXCURSION PERMISSION

**PLEASE COMPLETE THIS FORM AND RETURN IT TO** *(teacher's name)* **BY** *(date)*.

I am a parent/guardian of \_\_\_\_\_, a pupil at Bloorview School Authority.

EXCURSION TO:	<b>(location)</b>
DATE:	<b>(date)</b>
TIME:	<b>(time)</b>
COST TO FAMILY:	<b>(cost including details of what it covers)</b>  Please note, no child will be denied participation in the excursion due to financial hardship. Please speak with the teacher or Principal if for further information.
TRANSPORTATION:	<b>We will be going to (location) by Toronto District School Board bus (or change as appropriate to indicate volunteer driver)</b>

*In case of emergency, please print below name, address and telephone number.*

Name: _____	
Address: _____	
Telephone #: _____	
Signature: _____	Date: _____

Should it be necessary for my child (name) \_\_\_\_\_ to have medical care, I hereby give the teacher permission to use his/her best judgement in obtaining the best of such service for my child. I understand that costs involved will be my responsibility. I also understand that in the event of illness or accident I will be notified as soon as possible.

Parent/Guardian Signature: _____
Date: _____

Teacher: \_\_\_\_\_

Last Name	
Legal First Name	
Preferred First Name	
Year of Birth	
Month of Birth	
Day of Birth	
Country of Birth	
Year of Entry into Canada	
Status in Canada	
Province of Birth (if other than Ontario)	
Street Address	
City	
Postal Code	
Home Phone Number	
Mother's Name	
Mother's Alternate Phone Number	
Mother's Cell Phone	
Father's Name	
Father's Alternate Phone Number	
Father's Cell Phone	
Guardian Name (if appropriate)	
Guardian's Alternate Phone Number	
Parent/Guardian Contact e-mail	
Legal Access to Students (yes/no/limited)	
Comments re Access	
First Language of Student	
First Language at Home	
Translator Required for Parent	
Special Assistance Required for Parent	
Emergency Contact Name	
Emergency Contact Phone Number	
Emergency Contact Relationship to Student	
Doctor's Name	
Doctor's Phone Number	
Health Card Number	
Food Restrictions	
Allergies	
Seizures	
Medical Diagnosis	
Medical Needs Form Received	



**SCHOOL ACTIVITY CONSENT FORM**

**For the period of time that your child is a student at Bloorview School Authority**

**Please read these statements and sign below if you are in agreement.**

**1.1.1 Trips / Neighbourhood Walks**

I understand that my child may leave the school property and go out into **the immediate local neighbourhood** under supervision while participating in a school related activity.

**NOTE: Field Trips Beyond the Immediate Neighbourhood** - A separate consent form describing the outing will be sent home to parents for signature with specific details of a field trip away from the school.

Please initial: I am in agreement that my child may participate in local neighbourhood trips and walks:

**Photographs**

I understand that throughout the year, the school celebrates special events and organizes special field trips and enrichment activities for our students. During these events, pictures or videos may be taken of my child for teaching purposes, to **display in the school or for school newsletters**.

**NOTE: For Media Coverage, Brochures** – Occasionally during the school year the media comes to the school and wishes to take pictures. A separate authorization form for each of these types of incidents will be issued at the time of the specific request.

Please initial: I am in agreement that my child may be photographed and that the photos may be displayed in the school or included in the school newsletter.

**Use of Photographs on the School Website or with other Professionals**

The school may wish to use your child’s photograph on the Bloorview School Authority website, or as part of a presentation to other parents or professionals. Names and other personal information will not be used without your signed consent.

Please initial: I am in agreement that my child’s photo may appear on the Bloorview School Authority’s website or as part of a presentation to others. I agree that I will not hold BSA responsible for any harm that may arise from unauthorized reproduction of these photos beyond Bloorview School Authority’s control.

**Student Name:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SAMPLE**

Field Trip to: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone : \_\_\_\_\_

Date: \_\_\_\_\_

Bloorview School Authority Room 1W \_\_\_\_\_

Margot: 416-424-3831

Wednesday March 1, 201?

Bus Driver \_\_\_\_\_ Phone \_\_\_\_\_

Teacher (cell 123-457-7890)	Student Name
Unknown Person (U.T. Placement)	
Unknown Person (Volunteer)	

Bus Driver \_\_\_\_\_ Phone \_\_\_\_\_

Educational Assistant	Student Name	<b>Wheelchair</b>
Educational Assistant	Student Name	<b>Wheelchair</b>
	Student Name	<b>Wheelchair</b>
	Student Name	<b>Wheelchair</b>

Volunteers meeting at WindReach Farm Phone \_\_\_\_\_

Unknown Name (parent volunteer)	

**SAMPLE – TO BE REVISED**



## The Royal Ontario Museum

### We Are Exploring Dinosaurs!

A few of our students have an interest in dinosaurs. So we asked Kate, the librarian and she gathered some library books about dinosaurs for us. We learned that dinosaurs lived a long time ago. We are learning that dinosaurs are different from each other. Some dinosaurs swim, some dinosaurs fly and other dinosaurs walked. We are learning that not all dinosaurs look alike. Some dinosaurs have long necks, some dinosaurs have short necks. Some dinosaurs have horns and some do not. Some dinosaurs are very, very big, and some dinosaurs are very small. Dinosaurs didn't all eat the same thing. Some liked to eat plants and others liked to eat other dinosaurs. Our favourite activity is burying our plastic dinosaurs in the sand table and then digging them back up. We get to act like paleontologists. Paleontologist dig up dinosaur bones with great care.

Our class has planned a field trip, on Friday December 16,<sup>th</sup> to the Royal Ontario Museum, to see some dinosaur bones. We will make curriculum connections through hands on investigations, observations, questions and representations of their findings. [The Kindergarten Program **1.5** use language (verbal and non-verbal) in various contexts to connect new experiences with what they already know. **16.1** select an attribute to measure, determine an appropriate non-standard unit of measure, and measure and compare two or more objects. **14.2** sort and classify groups of living and non-living things in their own way. **20.5** investigate and describe how objects can be collected, grouped, and organized according to similarities and differences. **28.2** recognize places and buildings within their community, both natural and human-made, and talk about their functions.]

Beyond that we hope to have a fun time seeing some Prehistoric Pals! There is room for 2 or 3 parents to join us. Please jot a note on the permission form if you are able to come along and I will fill you in on the particulars.

Thanks,  
Keitha, Sarah, and Linda

## Excursion Checklist – **SAMPLE –TO BE REVISED**

### Pre Planning/Prior to the Excursion:

- Submit completed Field Trip Request to Robin for approval (at least three weeks in advance of trip)
- Submit draft parent and permission letters regarding trip to Robin along with above
- Once approved add trip date to the Google school calendar
- Send home field trip form with trip details for parent permission – maximum cost to parents \$10.00 (school will cover the remainder) and covering letter
- Inform rotary teachers, therapists and swim program
- Notify your class volunteers and Volunteer services
- All funds collected are submitted to Terry.
  
- Busing arranged with Margot** (usually 4 weeks before the trip). Please provide busing details to Margot:
  - Once the bus company emails you regarding busing, you **MUST CONFIRM** the details and RSVP the bus company to finalize and confirm the busing arrangement.
  - If you **HAVE NOT** received busing confirmation at least two weeks prior to your trip date, please inform Margot as soon as possible.

The following information **needs to be in Margot's hands before you leave on trip day:**

- Class list of students going on the trip (absences noted)
- Teacher(s) contact number during excursion

### Take with you on the excursion:

- Student contact information and contact information for supervisors on other vehicles
- First aid kit
- Student medications (including epiPens and inhalers)
- Cheque for payment required

### After the excursion

- Retain the trip permission forms for one year.

\*Please note that Health Card #s no longer need to be collected.

\*Please note that Bloorview staff who work outside your classroom, are **NOT** able to accompany your class for the day. You must ensure you have sufficient volunteers to accompany and support students.