



FIELD TRIPS

WHAT'S DIFFERENT?

While providing school-age care may not be new for many organizations, having requirements that govern its operation is. There are now requirements that specifically identify the ability to take school-age children on a field trip without the parents being present. This is possible because provincial/territorial licensing agencies do not require a license for care offered on a seasonal basis for a short period of time. The field trips away from the parents are available only during times such as a spring break or summer holidays. While the children are participating in the field trip the parent must be participating in the CIC funded program.

It is extremely important for all staff and parents to understand that, except for short, seasonal programs, A PARENT MUST REMAIN AT THE SAME SITE AS HIS OR HER CHILD AT ALL TIMES.

WHY IT'S IMPORTANT?

Field trips give you an opportunity to enrich your program and give school-age children opportunities they might not otherwise have. For example, it allows you to expand your support of their settlement by taking them to the local library and showing them how to get a library card, participate in activities at the library, and give them information they can share with other family members. Such opportunities support the family's settlement and result in ongoing benefits for the children.

On the other hand, providing CNC for children away from your site and from their parents increases risks and adds to your responsibilities. For that reason, field trips should be provided only after careful thought and following specific policies and procedures.

Two things to remember:

1. To provide a positive experience for school-age children, it is not necessary to offer a field trip. Offering a field trip is an option that may or may not be chosen for seasonal school-age programs.
2. The field trip option is not available to younger children at any time.



IMPLEMENTATION

1. Decide if a field trip is an appropriate activity for your group. Your group may need the stability of meeting in the same place every day (for example, if they are all new arrivals). Or maybe the school-age children would clearly benefit from the opportunity to travel into the community. Also consider whether the age range of the children is too great, which might make it difficult to find activities they would all enjoy, or whether their language skills would limit their ability to participate in the activities you have planned. Other considerations might relate to staffing, logistics and budget issues.
2. Ensure that your organization has insurance coverage for these kinds of off-site trips.
3. Once you have decided to offer a field trip, develop a plan that describes your destination, activities, and any safety issues that you foresee (See sample). While developing your plan, identify the activities and/or events that will be taking place at your proposed destination during the particular dates and times of your visit, and determine approximate arrival and departure times. Confirm details, and make arrangements that might be necessary for snack or lunch times.
4. When the details are in place, inform parents about the trip and prepare a written waiver statement and permission form for parents to sign. (See sample.) You will need to have this in place well in advance of the trip so that if understanding the language is a problem, you have time to arrange for someone with knowledge of the child's home language to provide parents with details about the trip and explain the form they must sign. It is important that parents fully understand that their children will be leaving the site without them and that they must take responsibility for approving their child's participation in the trip.
5. Decide on staffing for the trip. Note that under the CNCR (5-5g) it is necessary to maintain the staff: child ratio and have an additional qualified CNC staff member with each group of children and that even when only one staff member is required to meet ratios, the second adult with the children cannot be a volunteer.

Once you have met the staffing requirements, you may decide to invite other qualified volunteers to participate with you.

6. While on the trip, it is important for staff to be able to communicate with your CNC site and for staff at the site to reach people on the trip. As required, make sure that your plan includes the names of all staff on the trip and contact information (e.g. a cell phone number) for at least one staff member. The plan should also include contact information for the CNC site so that it is readily available in case of an emergency.



7. Assemble each child's emergency information to take with you on the trip (1-2b).
8. Develop specific procedures for taking attendance at regular intervals during the trip (1-3). It is especially important to take attendance at the beginning and end of the trip and before and after the group changes location (e.g. gets on and off a bus to visit a destination).
9. Follow your organizational procedures for arranging transportation.
10. Review the requirements for the administration of medication (4-5c) and access to a first aid kit (4-7b). If you have a child with special health needs, make sure you have a plan in place for meeting those needs at a location away from your site (e.g. Determine who will carry an EpiPen? Will a school-age child be carrying his/her own puffer? Caregivers should know who is carrying emergency medical equipment, and review procedures before going off-site)

REQUIREMENTS

A field trip is defined in the **Glossary to the Requirements** -

FIELD TRIP – An outing away from the CNC site for a group of school-age children who, under provincial/territorial licensing laws, are permitted to leave the site without a parent.

The key section of the Requirements that relates to field trips is:

3-9 FIELD TRIPS

- a. Before an ISO provides a field trip, the ISO has written field trip policies and procedures for
 2. Developing a written field trip plan that includes
 - C. The trip destination, trip activities, and any special safety issues that may be foreseen.
 - D. The names and contact information for CNC staff supervising the children.
 - E. Contact information for the CNC site.
 2. Informing parents about the trip and securing a waiver statement and parent permission before a child is allowed to participate.
- c. While a field trip is in progress, a copy of the field trip plan is available to CNC staff on the trip and staff at the CNC site.



In addition, field trips are directly addressed in relation to

5-5 STAFF: CHILD RATIOS AND GROUP SIZE

- g. While on a field trip away from the site, one (1) additional staff member is on duty with each group of school-age children.
- h. While on a field trip away from the site, when only one (1) staff member is required to meet the staff: child ratio, the additional staff member may not be replaced by a volunteer.

APPENDIX 4 : TOPICS FOR ORIENTATION II TRAINING

- 10. For staff caring for school-age children, additional information related to the care of older children, including field trip procedures where applicable.

Other sections that relate to field trips are

RESPONSIBILITIES OF THE IMMIGRANT SERVING ORGANIZATION

- 1-1 2 and 3, 1-11 - Conditions of Participation
- 1-2 b- Registration
- 1-3 - Attendance

ADMINISTERING MEDICATION

- 4-5c. When a parent is not at the same site as his or her child, the ISO has a written plan for managing the administration of medication.

ACCIDENTS AND MEDICAL EMERGENCIES

- 4-7b. At all times, while children are present, CNC staff have access to at least one fully stocked first-aid kit.