



Effective Date April 2016

**Pacific Montessori Society**  
Policy Statement on Field Trips

**1.0 Policy Statement**

The Pacific Montessori Society recognizes that field trips, properly planned and supervised, are integral to a Montessori based educational program, and offer students the opportunity to augment their intellectual, social, and physical development. Where possible, teachers are encouraged to supplement the standard curriculum with field trips.

**2.0 Policy Rationale**

The purpose of this policy is to establish guidelines for authorizing, planning, and monitoring field trips, and to ensure that field trips are conducted safely.

**3.0 Authorization**

3.1 Before planning a field trip or raising funds necessary to pay the cost of a field trip:

- (a) teachers must submit a Request for Approval (in the form attached as Schedule 'A') to the Academic Head and the Administrative Head;
- (b) the Academic Head must approve the educational component of the field trip;
- (c) the Administrative Head must approve the cost of the field trip.

3.2 The Board must be notified at least 21 days in advance of any field trips involving travel outside of the Capital Regional District, or overnight stays.

**4.0 Parental Authorization**

4.1 Before the commencement of each school year, parents must sign a general authorization permitting excursions to local areas, on the Selkirk Waterfront Site, to the local "Y" Park, and on the Galloping Goose Trail.

4.2 Students may participate in field trips not covered by the general authorization where a parent or guardian has provided written permission by completing and signing a Selkirk Montessori Field Trip Permission Slip before the date of the

proposed field trip. In exceptional circumstances, email or other written permission may be granted.

- 4.3 Parents must notify teachers where a student has any disability, medical problem or need that must be accommodated.

## **5.0 Planning**

- 5.1 Where possible, teachers should provide students and parents with one week's written notice of a field trip. Notice should include the date, time, and location of the proposed excursion, and should list any specific requirements (transportation requirements, clothing or equipment, for example.)
- 5.2 For each field trip, teachers must appoint a field trip leader.
- 5.3 The Administrative Head must be notified of any changes to field trip departure or arrival times, or locations.

## **6.0 Transportation**

- 6.1 Where possible (and economically feasible) the use of a bus to transport children to and from the field trip location is encouraged.
- 6.2 Where parents are required to assist in the transportation of students:
- (a) parent drivers must submit to the administrative office, before the day of the proposed field trip, a copy of the parent's driver's license and current proof of insurance with a minimum of \$2,000,000 third party liability coverage;
  - (b) parent drivers must ensure that each child has a seatbelt or, where required, an appropriate car seat or booster seat. (Current law requires car seats for children under 40 pounds and booster seats for children over 40 pounds until they are 9 years old or 4'9" tall);
  - (c) students must be driven directly to and from the field trip site, unless the field trip leader has approved other arrangements.
- 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.

## **7.0 Safety Precautions**

- 7.1 During each field trip, teachers should carry a cell phone, first-aid kit, medical alert information, a list of emergency contact numbers for all students, and contact numbers for volunteer parent drivers.

7.2 Before each field trip, the field trip leader should provide all teachers, parents, and other adults with a briefing on details regarding the trip, their specific duties, and authority.

7.3 Parents accompanying students on a field trip may not bring pets or student siblings.

## **8.0 Post Trip**

8.1 The field trip leader should complete and submit a post field-trip report in the event of any accidents, incidents, or unusual or unsatisfactory experiences.

## **9.0 Multiple Day Field Trips**

9.1 For multiple day or out-of-town field trips, the Administrative Head must:

- (a) arrange for at least one information meeting for participants, parents/guardians, administration and supervisors;
- (b) establish clear guidelines and expectations for teachers, participants, and parents/guardians;
- (c) 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;
- (d) ensure that a complete information package is available in the Selkirk Montessori front office, including all field trip destination addresses, telephone numbers, and other reasonably necessary information;
- (e) ensure appropriate medical insurance coverage.