



Approved: January 11, 2021

**Pacific Montessori Society**  
Field Trip Policy

**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 Head of School;
- (b) the Head of School must approve the educational component of the field trip;
- (c) the Executive Director 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 on the registration form permitting 'walking field trips' and excursions to local areas, including, but not limited to, 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.

4.2 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 school office 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) All parents must submit to Selkirk Montessori School, at the time of re-registration in January, a completed "Volunteer Driver Information and Authorization" form (*Appendix 2*);
- (b) parent drivers must submit to the school's Executive Director, 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, and an updated copy of Selkirk Montessori School's "Volunteer Driver Information and Authorization form (if any information is different than what the school has on file)

- (c) 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);
- (d) students must be driven directly to and from the field trip site unless the field trip leader has approved other arrangements.
- (e) 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 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.
- 7.2 This planning teacher is responsible for ensuring, first-aid kit, medical alert information, a list of emergency contact numbers for all students, contact numbers for volunteer parent drivers, and student medical supplies, such as epi-pens are taken on the trip. The teacher will ensure that students with indication of requiring an epi-pen or other lifesaving medication on file will have access to their supplies for the duration, including transport. If using parent drivers, each driver should be given a sealed envelope with the medical numbers of each child, should they be necessary.
- 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 night or field trips outside of Greater Victoria, the Trip Coordinator 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) 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.
- (d) ensure appropriate medical insurance coverage.

## **10. Communications**

- 10.1 During each field trip (including ‘walking field trips’), 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.
- 10.2 During each field trip (including ‘walking field trips’), teachers should have the contact information for the Head of School and Executive Director. In the case of an emergency during school hours, they will contact the school as soon as it is safe to do so. Student safety takes precedent over communications at all times.
- 10.3 Outside of school hours, the Head of School or Executive Director can be contacted directly. The administration will assist with decision making and communications with families and other agencies, as necessary.

### *Definitions*

*Field Trip - A school field trip is a supervised teacher or school sponsored activity (curricular or extra-curricular) where students leave the school premises for part of a day, a day or multiple days.*

### *Appendixes*

*Appendix 1 – September 2020 Letter re: Volunteering to Drive on School Field Trips*  
*Appendix 2 – Volunteer Driver Information and Authorization form*



September 2020  
Volunteering to Drive on School Field Trips

Volunteers are an important part of our school community. By generously donating their time and expertise to our school, volunteers support the learning environment for our students.

At Selkirk Montessori School, the safety of our students is a top priority and we offer our sincere thank you to all who volunteer to work with our students.

To ensure our students are kept safe while on field trips, Selkirk Montessori now requires all parents to fill out a “Volunteer Driver Information and Authorization” form, which will be retained on file with the administrative office.

Section 6.0(b) of Selkirk Montessori’s Field Trip policy has been updated to reflect these changes as follows:

“parent drivers must submit to the school 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, and an updated copy of Selkirk Montessori School’s “Volunteer Driver Information and Authorization” form (if any information is different than what the school has on file).

If you can help drive students for a field trip, please ensure:

- The copy of the “Volunteer Driver Information and Authorization” form you’ve provided to the school is up to date,
- That you provide a copy of your Driver’s License and insurance.

Please note that the “Volunteer Driver Information and Authorization” form, which will be stored in a secure area, is being collected pursuant to Section 26(c) of the Freedom of Information and Protection of Privacy Act. This form, in addition to your Driver’s License, insurance, and Driver’s Abstract will be used for the volunteer driver section of the Field Trip policy only.

We greatly appreciate all of our volunteer drivers taking the time to complete this process. For further information, please contact the school office.

Sincerely,

The staff and administration of Selkirk Montessori School

