

EXCURSIONS POLICY

Date of approval: 18 July 1996

Review date: June 4 2004

To be reviewed as required

POLICY STATEMENTS:

The kindergarten includes excursions for the children as considered appropriate to enhance the educational program. The director determines the nature and number of excursions which the children will attend.

The Children's Services regulations, particularly Regulations 42 & 43 and the Space Requirements set out in Regulation 56 are to be complied with.

Written permission of a parent/guardian is required for each child to be taken outside the kindergarten. The child/adult ratio required for an excursion is 3:1.

The Director may use discretion in considering the cancellation of an excursion due to the adult/child ratio being inadequate or any other relevant factor which may affect the success of the excursion or the safety of the children attending the excursion.

The costs of an excursion are generally covered by an excursion levy added to the term fee. The cost of an excursion or extra curricular program e.g. concert, will not be refunded when the child is absent the day of the excursion or performance day of the concert.

The Fees Secretary will keep a record of children's names and payment details and they are responsible for reminding parent/guardians when payments are not received. This should be done in accordance with the Fees Policy non payment Procedure.

PROCEDURES

The Director or Three Year Old Group Teacher is to organise the excursion and report this to the Committee of Management.

Parent/guardians are notified of the excursion details which includes date, destination, transport, activities and cost. They are asked to sign a permission form giving consent for the child to attend the excursion. The consent forms will be collected by the Director or group teacher. The changes to session times will be made clear to parents/guardians.

RELATED POLICIES

Fees Policy

RESPONSIBILITY

Director

Three Year Old Group Teacher

Fees Secretary