

# ORGANIZED OUTINGS

The ECC ensures that all sites visited offer a secure and adequate infrastructure for welcoming children (eating area, hygiene, logistics, and insurance verification).

The ECC uses a private bus company and ensures that it holds a valid permit from the Quebec Transport Commission.

At the beginning of the year, written parental authorization is obtained through the signing of the childcare agreement, specifically Annex A (special agreement concerning outings as part of educational activities). If a parent prefers that their child not participate in an outing, the child may remain at the daycare with another educator (typically in the infant room), if ratios permit. Parents are ALWAYS welcome to join us on outings.

After the outing has been chosen, the ECC must plan the required staff-to-child ratio. The CPE will take the following measures if the established ratio is not met:

- Add additional educators (if possible)
- Ask other parents to participate
- Leave a few children at the CPE
- Cancel the outing

Children must arrive suitably dressed or their participation could be compromised. Every child and adult will have a same colour bib representing the ECC. The use of the “snake” with a handle for each child is useful for moving around on foot.

Explanations will be given to the children and parents (how the day will unfold, rules to follow, bus rules, etc.)

Accompanying adults must refrain from smoking during the outing, recognizing the example they set. Please do not buy or bring food from home on outings. Also, do not make purchases in shops so as not to arouse envy among the other children.

Attendance will be taken regularly throughout the outing—for example: before departure on the bus to verify that our list is correct and that there are no latecomers or absentees; during the activity; and when leaving the site on the bus. The attendance register will be signed at each count.

In addition, each educator is responsible for counting the children and the chaperones in her group and informing the attendance coordinator.

## **Items the ECC will bring on outings:**

- Means of communication (cell phone)
- Mini first-aid kit; the child’s personal medication (EpiPen or other)
- Change of clothes; hygiene items (plastic bag, tissues, wipes, etc.); sunscreen
- If applicable, snacks, meals and beverages for everyone
- List of the children taking part in the outing and their chaperones, including health-insurance numbers and emergency contact names and phone numbers
- Camera