

Principal Checklist

- School staff has been in-serviced regarding educational excursions.
 - Teacher experience in relation to the demands and complexity of the proposed trip has been considered.
 - Approve the teacher-in-charge of the excursion, teachers, educational assistants, chaperones, volunteers and parents who will accompany students on the excursion.
 - Relationship to curriculum – Excursions are intended to be valid extensions of and/or an enrichment of the existing in-school program. Relevant Ontario Curriculum Expectations are addressed through the learning experiences offered by the excursion.
 - A detailed itinerary, which supports expectations in the Ontario Curriculum has been provided for all participants, parent/guardians and is attached to the Educational Excursion Request Form.
 - Efforts have been made to ensure that no student is prevented from participation through inability to pay.
 - Fundraising plans have been approved. Refer to School Managed Funds Policy; Fundraising Policy and Student Fees Policy.
 - Ensure that the excursion is accessible to all students with disabilities. Alternative venues may need to be selected to meet the needs of all students.
 - Parents been informed about trip details and requirements. For overnight, or out of country excursions - parent meetings are mandatory so that curriculum/course expectations as well as other trip details are outlined. Inform Parent Advisory Council as appropriate.
- Signed, Informed parental/guardian permission has been attained and is on record.
- Student Medical Information Report from Aspen provided by school secretary. Arrangements have been made to include students requiring special care: Anaphylactic, Epi Pen, Medications etc.
- Arrangements have been made for students remaining in school to engage relevant educational activities.
- Arrangements been made to attend Sunday Eucharist if the trip extends over the weekend.
 - Adequate supervision is in place. Ensure that there are male and female supervisors where appropriate. Adhere to Volunteer Policy.
 - Cancellations/contingency planning is in place.
 - For overnight excursions all volunteers meet the requirements of Volunteer Policy.
 - Copy of the list of student participants and emergency contacts is with the teacher-in-charge of the excursion and on file at the school.
 - Student Accident Insurance and/or Out of Country or Province medical insurance has been purchased as appropriate.
 - Parent/guardian contact information, medical and insurance forms are with trip leader.

- Trip manifest has been handed into the office and copy given to bus driver.
- Copies of contracts and itineraries for trip is on file at the school.
- For High Risk Excursions all safety requirements been put in place as per Educational Excursions Policy, Section 2.26 of Procedure 6.3.1 for High Risk Excursions.
- Educational Excursions Policy, Section 2.23 of Procedure 6.3.1 has been reviewed for transporting students by watercraft.
- Educational Excursions Policy, Section 2.20 of Procedure 6.3.1 has been reviewed for canoeing has been reviewed.
- For international excursions all requirements pertaining to international excursions have been reviewed.
- Any relevant Board policies and procedures are followed as appropriate.