



Heretaunga Kindergarten Excursion Action Plan

- The person responsible for organising the excursion will ensure all duties are shared, communicated and undertaken.
- Approval from TSM on appropriate form at least two weeks before – must be received at office before Tuesday – scanned returned approval, please rename and save under excursions and the year. Accompanying this form must be a Risk Management analysis – this must be saved in RMA folder under excursions
- Organise transport quotes, transport and venue
- Personally check venues if unknown
- Ensure cost of excursion is covered
- Letter to parents (informing of venue, time, kind of travel, date, signed permission, cost, special clothing requirements if necessary, refreshments if needed, required ratio.)
- Notice to parent helpers the day before confirming they are required
- Whānau voice sheets if being used
- If venue includes public land the relevant local council will be informed of our intentions.
- Organise a notice for kindergarten whiteboard (outside) explaining our absence

Checklist

- Written approval from TSM, RMA form completed and emailed to Assn
- List of children's names with columns to be ticked when forms received, i.e. coming/not coming, paid, Parent Help
- Day before excursion confirm venue and transport and that mobile phone is charged.
- File permission form from Assn, excursion notice to parents, signed permission sheet, and risk management form in Health and Safety Folder – Critical Element 3.

Checklist for Trip

- First Aid Kit
- Spare Clothes
- Morning tea
- Emergency person contact list
- Mark roll before leaving, at trip, before returning to kindergarten
- Camera/video camera
- Mobile phone
- On arrival venue will be checked by a teacher to ensure site is free of hazards.