

FORM 260-2	
SECTION: EDUCATIONAL PROGRAMS & MATERIALS	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input type="checkbox"/> Revised	2023
Next Review Date	2028
Contact	Superintendent – Program Services

DAY EXCURSION PROPOSAL FORM

Destination: _____ Date of Trip: _____

Pertinent Details: _____

Location of Departure/Return: _____

Time of Departure: _____ Time of Return: _____

Staff Supervisors: _____

Participants: _____

Expected Number of Students: _____ Cost per Student: _____

TRANSPORTATION

Mode of Transportation: _____ Provider: _____

Contact Number: _____ Organized by: _____

SUPERVISION

Kindergarten – Grade 2	Grade 3 – Grade 5	Grade 6 – Grade 8	Grade 9 – Grade 12
1 Supervisor for 8 students	1 supervisor for 10 students	1 Supervisor for 12 students	1 supervisor for 15 students

Suggested Ratios – actual supervisor:student ratio is at the discretion of the Principal. Additional supervision may be required to meet the needs of the classroom due to special circumstances. For activity specific ratios, refer to OPHEA guidelines. Note that OPHEA guidelines refer to the minimum requirements for safety for each specific activity. Also, note that ‘adequate supervision’ is a product of many variables.

Supervisor	Contact Number	Criminal Background Check with Vulnerable Sector Screening	First Aid / CPR	First Aid Certification Number (if applicable)	First Aid Expiry Date (if applicable)
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Number of students for each supervisor: _____

HEALTH AND SAFETY

- Is the activity considered high risk? YES NO
- Does the activity involve water activities? YES NO
- Does OPHEA have any safety standards pertaining to your trip? YES NO
- Which OPHEA safety standard(s) is/are applicable? _____
- I have read and understand the OPHEA standards(s) pertaining to trip? YES N/A
- OPHEA safety standards have been consulted and are attached? YES N/A
- Parental consent and medical forms will be completed and carried with a supervisor? YES NO
- If required, completed forms for the Administration of Health Services and/or Prescribed Medication (Board Administrative Procedure 315 and form F315-1) and Emergency Allergy (or Medication) Protocol Forms will be carried with Supervisor (Board Administrative Procedure 316 and Form F316-3). YES N/A
- If required, the Health and Safety training module pertaining to the administration of medication has been completed. YES N/A
- Staff, students, parents/guardians will be made aware of the RCDSB Code of Conduct. YES NO

Principal: Authorization to Proceed Date

Form History

Approved:	2004; November 2019
Reviewed:	2019; March 2023
Revised:	2019