**Outings Policy**

There are occasions during the year when the pre-school children will be invited to attend excursions or other venues for “Fun Activities” such as Teddy Bears picnic or a trip to a farm or zoo etc.

These events will be open to any of the children who attend preschool, but the following childcare arrangements and costs must be noted.

**Childcare**

Children not booked into Preschool on the day of the planned event.

Any child who would not ordinarily have been present at the preschool at the time of the trip must be accompanied by a parent/guardian who will assume responsibility for their child throughout the event.

Children booked into Preschool for part of the day on the day of the planned event.

Parents or Guardians must make arrangements to take over responsibility for their child from the time they would usually collect their child from preschool. This might require paying for admission to premises for the parent/guardian if the trip is at a fee paying location.

Parents or Guardians are welcome to join the event for the full time, but must pay for their own admission and arrange their own transport (unless a coach has been organised and there is available space).

Children Booked into Preschool for the full day on the day of the event.

Any child who would ordinarily attend preschool on the day of the event can be looked after by the staff of the preschool, unless the child’s parent has indicated they will be present at the event.

Calculating Ratios

When visiting alternative venues to the preschool, it may be necessary to change the ratios of carers to children and additional staff might be required to provide child care for those children booked into preschool for the day during these events.

The preschool will send out a letter explaining what the event will be, the costs and will request parents or guardians to reply to the letter indicating whether their child will be attending and whether a parent or guardian will also be attending the event.

The number of parents attending the event will enable the preschool to establish the level of supervision required and the subsequent staffing levels needed to ensure adequate child care is provided to those children who are booked into the preschool on the day of the event and require supervision.

If there is insufficient staff to cover the ratios at the event, then an alternative plan to look after the child as usual on preschool premises will be put into place.

**Costs**

The cost of admission and transportation to events will be met through preschool finances, sponsorship, parental contributions or a combination of these resources. All children attending the event (whether supervised by the preschool staff or a guardian) will be charged the same rate to attend.

Parents or Guardians accompanying their children will be asked to pay their own admission into events if applicable, although the preschool will endeavour to arrange the best discount available as part of the group.

The admission fee for the teaching staff will be met by the preschool finances.