

Prairie Sky School 2017/18  
Field Trip Information/Consent Form for ALL Off Campus Trips

Educational field trips could involve elements of risk. Injuries, loss and inconvenience may result from the nature of the activities and can occur without fault of a student, the school, its employees or the facility or personnel where the activities are taking place. By choosing to take part in PSS field trip activities, families are accepting these risks. The chance of injury, loss or inconvenience occurring can be reduced by carefully following instructions at all times while engaged in the planned activities. Please see PSS Field Trip Policy.

Below is a list of some risks encountered during regular PSS Field Trips. Should specific risks arise that vary from those listed below, a separate Field Trip Consent form will be sent home for parent/guardian signature or they will be listed in the Individual Field Trip Notification email. By signing this form, you understand the possible risks associated with PSS Field Trips and consent to having your child participate fully in all field trip activities.

Individual Field Trips Notification will be communicated to you via email at the address provided on your Student Registration forms. These emails will come from the organizing teacher and will include the trip dates, time, location, mode of transportation, and description of the trip. They will also include the risks associated with the trip and any additional risks.

For example:

Dear PSS JK - Grade 7 Parents/Guardian,

Field Trip Notification:

- Date: Friday, December 25th, 2016
- Time: 5:30am - 5:45am
- Locations: Your Homes
- Transportation: Walking (sneaking)
- Description: Early Morning Bed jumping! All students will wake up simultaneously, wake up any other children in the house, sneak into the grown-ups bedrooms and proceed to pounce and jump rigorously on their beds. This should last for approximately 5-10 minutes or until the grown-up(s) agree to get up to investigate any night time activity that may have occurred in and around a tree.
- Elements of Risk: 1.1, 2.1, 4.5
- Additional Risks: Students risk encountering a potentially negative emotional response from the grown-ups. Should this occur students can simply cease the pouncing/jumping and replace it with soothing vocal tones and cups of coffee.

Thank you. Please let me know if you have any additional comments, questions, or concerns about this field trip.

Happy Holidays!

Ms. Claus, PSS Substitute Teacher

## **Student Information:**

Student Field Trip Participation Agreements (please read this section with your child):

1. All students have a signed PSS 2017/18 Field Trip Consent Form.
2. All Prairie Sky School behaviour agreements and consequences apply during field trips.
3. Unsafe or disruptive behaviour may result in your parent/guardian being called to take you home.  
A conversation will then be had about future participation in PSS Field Trips.
4. Students will stay with the group the whole time.
5. Students will use the transportation arranged for the trip (unless prearranged in writing with the Trip Organizer.)

Should you and your child choose NOT to attend a field trip, please understand that no alternative programming will be provided at the school during the times of the trip. PSS Attendance Policy applies in cases of repeated absences from curricular field trips.

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## **PSS Field Trip RISKS**

### **1. Getting Lost/Crowds:**

- 1.1. It is crucial that students stay with their class or group and remain in designated areas. Students will be supervised in large or small groups by a teacher or volunteer.
- 1.2. Students will be made aware of safety rules, expectations, and procedures prior to the trip. Students will be made aware that they are not to go off alone in any case.
- 1.3. Students might also use the buddy system during trips.
- 1.4. Frequent check-ins and head-counts will occur throughout the trip.
- 1.5. Teachers will indicate a meeting spot and count groups to make sure all students are safe.
- 1.6. When appropriate, we will establish a school 'homebase' and follow Lost Child procedure should a student become separated from their group.

### **2. Nature:**

- 2.1. Ticks, mosquitos, wasps, bees, other bugs are a reality. Bug spray and long clothes can be worn for protection if necessary. Information will be provided regarding seasonal insect risks. When interacting with bees, students will be sure to wear shoes or boots, and never block the entrance to a beehive. We must move calmly and quietly around the bees, and show respect for their home. The bees are very gentle, but wasps are a lot more unpredictable. First Aid will be administered if necessary.
- 2.2. Trips, falls, and accidents on various terrain. Through formal and informal orientation students will be encouraged to observe their surroundings and be aware of any dangers. Appropriate footwear must be worn at all times. First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary. Cell phones and walkie-talkies will be used when appropriate to connect teachers and/or volunteers.
- 2.3. Wildlife: through formal and informal orientation students will be encouraged to observe their surroundings and be aware of any potential of Wildlife in the area and what to do if encounters occur.
- 2.4. Allergies to animals, dust and hay: prescribed Inhalers and Epipens for designated students will be kept in the Emergency First Aid Kit.)
- 2.5. Unpredictability of Farm Animals behaviour- Students will be monitored around animals and taught respectful/appropriate behaviour.

3. **Weather/The Elements:**

- 3.1. Hydration: Please pack a bottle of water to prevent dehydration. Water refilling stations will be sourced or provided as necessary.
- 3.2. Hunger: Students will bring appropriate food for specific trip requirements.
- 3.3. Weather Appropriate Clothing: Students must ensure they are fully prepared for all weather conditions regarding clothing.
- 3.4. Sun Exposure: Hats are a must, Sunscreen use is encouraged. Holistic first aid is available for sunburn.
- 3.5. Check the weather forecast (306-780-5744 or [www.weather.gc.ca](http://www.weather.gc.ca)).

4. **Walking:**

- 4.1. Walking vs Running: Sometimes we will be in locations that are unfamiliar to the students, so it is crucial that children stay with the group and use their WALKING feet while following the teacher. No running.
- 4.2. Traffic: Possible danger exists when walking near traffic. We must stay together with an adult at both the front and the back of the group. We will stay on the sidewalks, and follow all pedestrian by-laws. We will cross at intersections and be mindful of traffic at all times.

5. **Biking:**

- 5.1. Traffic & Cyclist Safety rules: Possible danger exists while biking near traffic. Bike safety and signalling lessons and presentations are carried out in advance of all bike trips. When appropriate, we split the students into bike ability groups and do staggered riding groups with a supervising adult.
- 5.2. Helmets: CSA approved helmets are required.
- 5.3. Theft: All students should have a quality bike lock to prevent bike theft. Sometimes we will be storing/locking our bikes together in a group.
- 5.4. Bike injuries: First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.
- 5.5. Extra Vehicle Support: When appropriate, a teacher or volunteer will follow the group in a vehicle to aid with students who need help or if they need bicycle maintenance.

6. **Archery:**

- 6.1. Archery accidents: Strict instruction with the students waiting for direct commands from the facilitator will prevent any archery related injuries. Students will be seated well behind the shooting area and supervised at all times. For safety reasons zero warnings will be given for misbehaviour or misuse of the equipment and students will immediately be removed from the activity if they are not conducting themselves appropriately. Students will be given the opportunity only after the session is complete to analyse their shot.
- 6.2. Dry Fire: If the bow is released without an arrow there is risk of injury. Students will be educated and monitored about this. NASP (National Archery in Schools Program) is rated the second safest sport after Ping Pong, reporting zero accidents historically.

7. **General Physical Activities:**

- 7.1. Ladders: If appropriate, students may climb up on a ladder with adult supervision. They may only climb up one at a time.
- 7.2. Playground Equipment: Possible danger on park playground equipment, with insects, and near the lake. Students will be supervised on playground equipment at all times.
- 7.3. Construction Materials/Tool Use: Safety precautions will be taken when using tools (safety goggles worn, instructions will be read, conscientious use of the drill, hammers, screw drivers etc.)

8. **Private Vehicles:**
  - 8.1. Volunteer Drivers: volunteer drivers will have their licenses and driver's' abstracts up to date and are all approved by PSS.
  - 8.2. Seat Belts: Seat belts must be worn at all times. Teachers and/or volunteers will check before the vehicle starts to move.
  - 8.3. Booster seats: Saskatchewan law enforces that booster seats must be used for students under the age of 7 years, less than 4'9", and less than under 80lbs. Parents are responsible for providing booster seats on the day of the trip. Teachers will confirm with parents/guardians to whom this law applies. <http://www.sgi.sk.ca/individuals/safety/carseats/boosterseat.html>
  
9. **PSS Van:**
  - 9.1. Van Travel: all regulated precautions will be taken.
  - 9.2. Seat Belts: Seat belts must be worn at all times. Teachers and/or volunteers will check before the vehicle starts to move.
  - 9.3. Booster seats: Saskatchewan law enforces that booster seats must be used for students under the age of 7 years, less than 4'9", and less than under 80lbs. Parents are responsible for providing booster seats on the day of the trip. Teachers will confirm with parents/guardians to whom this law applies. <http://www.sgi.sk.ca/individuals/safety/carseats/boosterseat.html>
  - 9.4. Seating Arrangement and Load Distribution: when the van is not at capacity, SGI and Canada Transportation Safety Board recommendations will be implemented for safe seating arrangements and load distribution.
  - 9.5. Drivers: PSS Van will be operated only by certified PSS staff drivers. (i.e. Class 4 Driver's Licence, Defensive Driver's training, distracted driving awareness.)
  - 9.6. Maintenance: The highest provincial standards of maintenance, inspections, and repairs will be diligently carried out at all times.
  - 9.7. Facing Forward: Teacher supervisors will ensure all students are sitting down and facing forward during the ride and being safe.
  - 9.8. Communication: Staff will have mobile phones in case of road or other emergencies.
  - 9.9. 15 Passenger Van Safety Studies:  
[http://ccmta.ca/images/publications/pdf/CCMTA\\_Evaluation\\_of\\_15-Passenger\\_Vans\\_2013\\_2\\_2\\_2\\_1138a.pdf](http://ccmta.ca/images/publications/pdf/CCMTA_Evaluation_of_15-Passenger_Vans_2013_2_2_2_1138a.pdf), <https://www.tc.gc.ca/eng/motorvehiclesafety/tp-tp2436-rs200808-p5-1211.htm>
  
10. **Bus:**
  - 10.1. Bus Travel: all regulated precautions will be taken.
  - 10.2. Seat Belts: School busses do not have seatbelts.
  - 10.3. Facing Forward: Teacher supervisors will ensure all students are sitting down and facing forward during the ride and being safe.
  - 10.4. Communication: Staff will have mobile phones in case of road or other emergencies,
  - 10.5. Driver: PSS engages only reputable bus companies who employ fully certified and licensed school bus drivers.
  
11. **Water:**
  - 11.1. Beach Swimming Safety: Swimming during beach time will be monitored by teacher and a certified Lifeguard. Students will enter water with the buddy system. First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.
  - 11.2. Beach Wading Safety: beach will be monitored by counsellors and parent volunteers,
  - 11.3. Pool Safety: There is a Lifeguard on duty at the pool. First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.
  - 11.4. Canoeing Safety: Students will wear PFDs while canoeing at all times. Canoeing will occur under strict supervision only. Canoeing instruction will be provided dependent upon level and

trip plans.

- 11.5. Falling and other minor injuries: There is the risk that students may slip when walking on the pool deck, get water up their noses, experience eye irritation from the chlorine in the water, or otherwise sustain minor injuries associated with swimming.
  - 11.6. Safe Water Behaviour: Support and supervision by lifeguards and counsellor will be given to students while swimming. No rough play is allowed while the students are swimming. Strict attention to pool rules will be expected of all children. If students fail to follow these rules they may be excluded from participation.
  - 11.7. Ferry Risks: possibility of falling into the lake if children are not following park staff's direction and PSS teachers. Ferries will follow all park regulations to ensure safety.
12. **Food/Cooking/Camping:**
- 12.1. Allergies/Sensitivities: PSS has taken into consideration all allergies/sensitivities and dietary restrictions while planning meals. We provide/prepare meals/snacks that align with PSS policies.
  - 12.2. Fire & camp stoves: Students will be cautious near fire and stoves. All written instructions will be adhered to when lighting camp stoves. Practice and direct lessons will be provided. Fire and camp stoves will only be used when appropriate for the trip and only under strict adult supervision.
  - 12.3. Tenting: Safety will be taken into consideration when setting up and taking down tents.

Emergency planning: In the case of an emergency (e.g. transportation, weather, injury, other), all students will ride in the school arranged transportation to a safe location as determined by the teacher/supervisor in charge. At that time, parents will be called to pick-up their children. Supervisors will make logical decisions for safety and accommodations until parents arrive or alternate transportation is arranged.

If you have any comments, questions, or concerns, please contact PSS Principal or Executive Director.

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I, (parent/guardian) \_\_\_\_\_, understand the risks and give my consent for  
(student name and grade) \_\_\_\_\_ to attend all Prairie Sky Field Trips.

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_

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**Medical and Emergency Information Update:**

If your child has a recent medical condition that is not already documented at the school, please provide any relevant updates including parent/guardian contact information, family doctor information, or your child's medical background which might affect this student's comfort or safety during this activity.