



OFF SITE ACTIVITY PLAN

To be completed for any outings that take place outside of the home.
Complete and submit this form to the agency 3 days prior to outing.

Date: _____

Date of Trip: _____ Educator: _____

Destination: _____

Reason for trip: _____

Time of Departure from Home: _____

Time of Return to the Home: _____

Mode of Travel: _____

Plans for activity at this destination: _____

Safety rules will be reviewed with children and any volunteers prior to each trip.
The Educator will prepare children for outings by explaining where they are going, what will happen, whom they will see and who they need to listen to (Educator). Children must be always in direct supervision.

Checklist:

- Children's Emergency Information
- First Aid Kit
- Spare Clothing
- Bags to carry discarded clothing
- Food or Drinks
- Items to support learning
- Cell phone

Emergency Procedure

In case of emergency, we would:

1. Call 911
2. Call parent
3. Call Family Child Care Agency

Definition of an Emergency:

Not breathing, severe bleeding, child unconscious

A fall from play equipment may cause injury check for swelling and discoloration, inability to use the limb, deformity, signs of shock, guarding and protecting the injured area.

In the case of lost child:

1. Call children in care together
2. Instruct the group on a plan of action
3. E.g. Alert Bystanders, ask for assistance, and contact the management/security of the area or building, request assistance.
4. Depending on circumstances and if able to do this while maintaining supervision, retrace your steps and search for the child. If in 10 minutes, no success, Educator must call 911, the parent and the agency.

CHILDREN	PARENT SIGNATURE	DATE SIGNED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____