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Florey Preschool Procedure for Organising Excursions/Incursions

Preschool excursions and incursions are a valuable part of the preschool program that should be used to expose children to experiences that they might not otherwise have the opportunity to experience, or to build on a current area of exploration.

The organisation of excursions and incursions must follow strict processes in order to meet Regulations 100, 101 and 102 of the National Quality Standard.

Procedure

Preschool educators consult the preschool team leader to gain in principle approval for the excursion/incursion. The educator completes the Excursion Planner. The educator is to work closely with the Florey Primary School business manager to ascertain costs. This cost is then presented to the preschool team leader to present at the next finance committee meeting for approval.

Once in principle approval has been given, the educator will need to complete a detailed risk assessment (either for an excursion or an incursion). Site visit must be conducted where applicable to complete the risk assessment proforma. The risk assessment is shared with the team leader who shares with the Principal who declines or approves the excursion/incursion.

Once the Principal has given approval, the educator is responsible for drafting any notes to send home to families and for booking the excursion/incursion. The excursion/incursion note is to be checked by the team leader prior to distribution.

To be filed:

- Copy of the excursion/incursion planner
- Risk Assessment
- Signed permissions notes
- Reflection of incursion/excursion (where applicable)

Procedure for Collecting Payment and Providing Receipts for Preschool Excursions/Incursion

If there is no cost involved, the educator is required to collect the permission note, tick the child off the permission note list and store the permission note with the excursion pack for filing.

If there is a cost involved, families can hand their note and money directly to the front office or hand to the preschool educator. If the preschool educator receives the note and money, they are to place it in the class red bag and take it up to the front office at the first convenient time during the day.

Payment receipts are placed in the teacher's pigeon hole to be given out to families.