

### **Procedures for outings.**

**Children are only to be taken on outings with parents permission (on registration forms).**

**The school bag containing registration forms, phone and first aid is to be taken on all outings.**

**One adult must be present for every two children in the Kindergarten. Two adults present for primary/secondary.**

**The school insurance covers staff and children on outings.**

**Children may be transported in parent's cars providing they are safe and insured.**

**The adult in charge of each pair of children must watch over them at all times during the outing.**

**The register will be taken before leaving for the outing and before returning from the outing.**