

# GUIDING PRINCIPAL EXCURSION

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE  
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY  
QUALITY AREAS 5: REALATIONSHIPS WITH CHILDREN

---

## **Introduction:**

PCYC-Out of School will plan excursions to extend the educational programming at the service. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service's premises ("My Time, Our Place" Outcome 2.1). Parental permission will be sought for all excursions and each excursion will be carefully planned and the potential risks assessed. When planning excursions, educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesising and to transfer and adapt what they have learned from one context to another ("My Time, Our Place" Outcomes 4.2, 4.3).

## **Governance:**

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

## **Definition:**

- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services
- Routine Excursions: held weekly, fortnightly, monthly on a regular basis
- Non Routine Excursions: held as a once off

# Policy

Educators will provide programmes that include, but are not limited to:

- Explore a wide range of experiences/ workshops and excursions
- Engage in intentional teaching
- Engage in child focus teaching
- Engage in unplanned experiences
- Engage in planned experience
  
- Allow children access to wide open spaces for physical play such as:
  - 1) This may be a hall, basketball court, or outdoor area.
  - 2) During wet weather, severe cold, or extreme heat, educators will ensure that children still have the ability to participate in physical activity in a hall or basketball court.
  
- Allow for participation in play in outdoor areas.
  - 1) Where the service does not have its own outdoor area, regular outings to the local park, oval, or field will be provided.
  - 2) These outings will allow children to explore the environment around them, discuss changes brought about by seasons, weather, manmade alterations, growth or decay, flora and fauna.
  - 3) These outings may lead to further activities, including craft, drama, gardening, photography.
  
- Allow for gardening, both indoor and outdoor plants.
  - 1) These may be grown in small pots, Styrofoam boxes, planters or gardens.
  - 2) Children may grow plants of their choice, but may have cactus, vegetables, grasses, flowers.
  - 3) They may be asked to be responsible for the plants near the PCYC front entry where this is the only area that is an outdoor garden.
  
- Allow for recycling. :
  - 1) This may be food scraps sent home with a child/ educators who has goats, chickens, horses, pigs, cows etc. Children can discuss this, have photographs of the animals to receive the scraps.
  - 2) This may be paper, plastics, cans and rubbish separated before placed in garbage bins. Discussions should be had on why we want to do this.
  - 3) This may be craft scraps. Do not throw out left over items from craft activities, but recycle them for other activities.
  - 4) This may be newspapers. The service may have newspapers that the children can read, or may ask for papers to be brought in from home. These can be used for many forms of craft and for some group games also.

- Allow for craft.
  - 1) This may be drawings paintings, photography, drama, music, drawings, collage, sand art, etc
  - 2) This may be about the world around them, depicting the world around them or using items from the world around them.

DOCUMENTATION:

- The following schedule will be followed regarding documentation

Before/After School Care

Time	Number of Individual Observations per term	Number of Group Observation Per term
Full Time	12 entries	12 entries
Part Time	5 entries	5 entries
Casual	2 entries	2 entries

Vacation Care

Time	Number of Individual Observations per term	Number of Group Observation Per term
Full Time	4 entries	4 entries
Part Time	2 entries	2 entries
Casual	1 entries	1 entries

**Date Approved:** March 2018

**Review Date:** March 2020

**Documents Considered:**

My Time, Our Place

National Quality Standards

Philosophy