

# NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

## APE019: EDUCATIONAL EXCURSIONS

### Responsibility Checklist

In accordance with NDSB Policy 9-1 and Administrative Procedures APE019 r í Educational Excursions, the following checklist offers steps for educational excursion supervisors and principals.

#### SUPERVISOR OF THE EDUCATIONAL EXCURSION

- † Approval by the Principal.
- † Complete appropriate request form and submit to Principal.
- † Prepare appropriate Parent Consent form, with all required information about the excursion. Provide copy to Principal.
- † Ensure proper supervision as per policy, in consultation with the Principal.
- † Arrange for all transportation requirements, in collaboration with the Principal or designate.
- † Arrange for accommodations, as required.
- † Ensure consent forms are received prior to departure of the educational excursion.
- † Collect relevant medical

y response purposes (proximity to medical care, access

ervisor have valid certification in first aid.

to departure.

OPHEA) for any recreational/sport activity.

tion, as required.

ssist with the distribution of information to

odations requirements.

nse declarations are received by volunteer

ers.

ns and provide necessary medications and/o

plans of care.

- † Receive and properly file all documentation relating to the educational excursion.
- † Provide supervisor with mobile phone contact information.