

**Catholic District School Board of Eastern Ontario
AP201 – Out of School Activities Planning Checklist**

Planning Checklist - Out of School Activity

(a copy of this form and copies of any applicable documents are to be kept in the school office)

<input type="checkbox"/> Itinerary	<input type="checkbox"/> Police Checks for Volunteers	<input type="checkbox"/> Contractual Agreements attached (if applicable). Must be submitted to Superintendent at least 2 weeks in advance of deadline	<input type="checkbox"/> The Principal has ensured that all OPHEA requirements have been reviewed
<input type="checkbox"/> Appropriate supervision has been considered and supervision ratio in alignment with Appendix C	<input type="checkbox"/> List of destination/emergency phone numbers provided	<input type="checkbox"/> Draft Copy of Release of Indemnification Form attached for review	<input type="checkbox"/> All arrangements have been made with the full knowledge and formal approval of the school principal.
<input type="checkbox"/> Field trip has been made accessible to all students, with the inclusion of a fundraising component to ensure that all students have equal opportunity to participate	<input type="checkbox"/> Administrators have calculated the total cost of the field trip (including all other funding provided) and determined a fair amount to collect from students that would not be more than the total cost of the trip	<input type="checkbox"/> Draft memo for parents/guardians attached for review and include trip details, including program rationale, dates, departure, cost, terms for refunds, method of transportation, destination, and elements of risk prior to receiving consent.	Is the Service Provider/Third-Party Vendor asking the school or parent/guardian to sign a Liability Waiver or a Service Contract? <input type="checkbox"/> Yes (further review is required by the principal before seeking approval) <input type="checkbox"/> No
<input type="checkbox"/> A set of safety rules and an adequate emergency response plan has been established and publicized to students and parents	<input type="checkbox"/> All supervisors have up to date certification required for the activities involved in the Out of School Activity. Should a water activity be part of the program, the appropriate guidelines must be adhered to and swim test requirements have been met. Please refer to https://safety.ophea.net/ for specific guidelines	<input type="checkbox"/> Should a water activity be a part of the program, appropriate supervision has been obtained, as per Appendix C	Should the field trip involve a physical activity, the following resources have been consulted to ensure minimum safety guidelines are adhered to: <input type="checkbox"/> Ontario Physical Education Safety Guidelines (OPHEA) <input type="checkbox"/> CDSBEO Administrative Procedure B4:2 Ski Trips and Ski Activities

After Approval Checklist - Out of School Activity

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<input type="checkbox"/> Insurance requirements met	<input type="checkbox"/> Liability waivers signed (if applicable)	<input type="checkbox"/> Terms for refunds in the event of cancellation have been considered. If refunds/credits are not available, parents have been notified	<input type="checkbox"/> Principal has ensured that all students, teachers/volunteers wear approved snow sport helmets when they are supervising/participating in all winter sporting activities.
<input type="checkbox"/> Written parental consent has been obtained for pupil participation in the Out of School Activity.	<input type="checkbox"/> A copy of the proposed communication to parents seeking permission for their child to participate in the trip is attached to the submission package.	<input type="checkbox"/> Appropriate supervision has been obtained, including overnight supervision if required. If applicable, an overnight supervision plan/schedule has been arranged.	<input type="checkbox"/> This excursion complies with the OPHEA Guidelines for the High Care Activities as identified in Appendix B
<input type="checkbox"/> Supervisors include at least one male and one female should the trip include both male and female students.	<input type="checkbox"/> The supervisor is familiar with the environment and the equipment to which the students will be exposed.	<input type="checkbox"/> The teacher is aware of any health or emotional considerations for each individual student, and familiar with the protocols for the management and the emergency procedures of prevalent medical conditions (for example, anaphylaxis, asthma, diabetes, epilepsy) during physical activities. Medical Plans of Care are considered and on hand during the excursion.	<input type="checkbox"/> A readily accessible fully stocked first aid kit(s) has been prepared, including a copy of the school board's concussion protocol.

Teacher Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____