



Hamilton-Wentworth Catholic District School Board  
*Believing, Achieving, Serving*

# **OUT-OF-SCHOOL LEARNING EXPERIENCES**

## **Guidelines and Procedures**

**REVISED September 2017**  
**REVISED January 2018**

# TABLE OF CONTENTS

<a href="#">Rationale</a>	2
<a href="#">Application &amp; Scope</a>	3
<a href="#">Learning Outcomes</a>	5
<a href="#">Procedure Check List</a>	6
<a href="#">Approvals</a>	8
<a href="#">Notices and Consents</a>	9
<a href="#">Supervision</a>	11
<a href="#">Emergency Communications</a>	12
<a href="#">Safety</a>	14
<a href="#">Experience Involving Water</a>	14
<a href="#">Swimming</a>	14
<a href="#">Boating</a>	15
<a href="#">Procedures for Emergencies, Serious Injury or Illness</a>	17
<a href="#">Transportation</a>	18
<a href="#">Private Motor Vehicles</a>	19
<a href="#">High Risk Activities</a>	20

## APPENDIX A

<a href="#">Form Summary Chart</a>	22
<a href="#">Form A</a> - Parent/Guardian Information Form for Elementary and Secondary Students IS-18-40 (A)	23
<a href="#">Form B</a> - Permission Form for Elementary and Secondary Students IS-18-40 (B)	24
<a href="#">Form C</a> - Informed Consent for Elementary and Secondary Students IS-18-40 (C)	25
<a href="#">Form D</a> - Current Medical Information and Emergency Consent for Elementary and Secondary Students – Overnight Only IS-18-40 (D)	26
<a href="#">Form E</a> - Request for Approval of Overnight Trip for Elementary and Secondary Students IS-18-40 (E)	27
<a href="#">Form F</a> - Parent Letter Re: Transportation of Students for School Related Events IS-18-40 (F)	28
<a href="#">Form G</a> - Permission Form Private Motor Vehicle IS-18-40 (G)	29
<a href="#">Form H</a> – Volunteer Driver - Authorization to Transport Students using Personal Vehicle IS-18-40 (H – A & B)	30
<a href="#">Form I</a> - Out-of-School Learning Experience Request/Principal Approval Form IS-18-40 (I)	32
<a href="#">Form J</a> - Bus/Vehicle Manifest IS-18-40 (J)	33
<a href="#">Form K</a> - Sample Consent Form IS-18-40 (K)	34
<a href="#">Form L</a> - Special Arrangements for Transportation IS-18-40 (L)	35

## **RATIONALE**

The Hamilton-Wentworth Catholic District School Board (hereafter referred to as, “the Board”) recognizes and encourages the educational value of learning experiences in the world beyond the classroom and acknowledges that out-of-school learning experiences should be an integral part of every student’s program of studies.

It is expected that all out-of-school learning experiences be directed toward an educational purpose and that evidence of effective program planning and preparation must be part of the approval process.

## APPLICATION AND SCOPE

Out-of-school learning experiences include any school-approved supervised activity, or out-of-school learning experience, which involves students travelling to a location beyond the school property. This could include, but is not limited to, neighbourhood sites, visits to buildings and sites of historical interest, to museums, galleries, factories, sports events, community rinks, pools, parks, stadiums, arenas, zoos, farms, provincial parks, day and overnight visits to field centres and campgrounds, or travel beyond the province and to other countries.

This procedure applies to all staff and approved volunteers of the Board.

Within the context of this policy, the Board is committed to out-of-school learning experiences, as reflected in the following:

- the Board's Mission and Vision Statement, and with its philosophy of *Each Belongs*;
- encouragement of learning experiences beyond the school should be available to every student at every grade level;
- a belief that out-of-school learning experiences should encompass all aspects of learning;
- out-of-school learning experiences should incorporate training in recreational activities as a possible preparation for the profitable use of leisure time;
- the provision for all students to use the facilities at Marydale Park (primary and junior students), Camp Brebeuf (intermediate students), or other designated camps or camp sites through centrally organized procedures;
- students of all ages and grades who participate in out-of-school learning experiences should learn to appreciate and respect the natural environment in order to heighten interest in its care and preservation;
- all teachers should be encouraged to use out-of-school learning experiences as part of their teaching-learning strategies and must follow Board policies and procedures; and,
- the principal shall inform parents of the Board's Out-of-School Learning Experiences Policy and the Guidelines and Procedures annually, that will be followed by the school for the safety and supervision of students participating in learning experiences off the school property.

The educational validity of out-of-school learning experiences shall be ensured by the principal according to the following criteria:

- (a) the experience should lie within the competency and/or understanding of the students involved;

- (b) the experience should have relevance for the students involved;
- (c) the experience should have reference to specific learning expectations that have been clearly identified by the teacher(s);
- (d) the experiences should have educational value in proportion to the time spent travelling to/from the site, and the time spent at the on-site experience; and,
- (e) Some level of injury risk is inherent to any activity. Out-of-school learning experiences require a careful assessment of related risk factors and the ability to manage those risks. Risk management should be in accordance with Board policies/procedures and other applicable guidelines such as Ontario Physical and Health Education Association (OPHEA). Please refer to the section on HIGH-RISK ACTIVITIES on page 19.

## **LEARNING OUTCOMES**

The following should be considered by a teacher(s) when planning for out-of-school learning experiences:

- the gathering of data from primary sources;
- the reception of direct experiences of a phenomenon, process, operation or enterprise;
- the observation of practical applications of themes, topics, units of study, lessons; and,
- the provision of spiritual, aesthetic, cultural, intellectual, athletic, or social experiences.

## PROCEDURE CHECK LIST

The following procedures are provided to facilitate out-of-school learning experiences, and at the same time ensure the safety and supervision of students, reduce the liability to teachers/school staff and volunteers, keep parents informed, and ensure the integrity of teaching-learning experiences beyond the school.

1. All staff will follow the Board Policy and the Guidelines/Procedures of the Out-of-School Learning Experiences.
2. All out-of-school learning experiences are to be approved by the principal prior to any announcement or confirmation of plans.
3. It is expected that all out-of-school learning experiences involve preparatory, follow-up and assessment activities.
4. When out-of-school learning experiences occur on weekends and/or a Day(s) of Obligation, attendance at Mass, including the Eucharist, will occur.
5. Only registered students, employees and principal approved chaperones/volunteers of the HWCDSB may participate in out-of-school learning experiences.
6. All chaperones/volunteers that are requested by the principal to attend an out-of-school learning experience must have an acceptable (valid) Police Vulnerable Sector Check from the police service department or Offence Declaration (which must be completed annually through the Board) completed prior to departure on the out-of-school learning experience.
7. Any parent/guardian/other who arrives at a site/out-of-school learning experience location, without the principal's approval and/or without a Vulnerable Sector Background Check/updated criminal reference declaration completed in advance, may not join the school activity/out-of-school learning experience/out-of-school learning experience.
8. The school must provide an alternative educational activity and location in the school for any student who does not attend a school out-of-school learning experience.
9. All school initiated out-of-school learning experiences, that involve a cost to the student/parent/guardian, are strictly voluntary.
10. Any out-of-school learning experience that contains a non-refundable deposit/payment must include this statement, "*If a non-refundable deposit/payment is required for this out-of-school learning experience, the parent/guardian acknowledges that neither the HWCDSB nor any employee bears liability for the deposit/payment once paid, if the child is unable to attend, or if the out-of-school learning experience is cancelled due to any unforeseen circumstances.*"

11. The principal may, at his/her discretion, reimburse all or partial funds in extenuating circumstances.
12. Students, who for disciplinary reasons, are excluded from participation in any out-of-school learning experience, at the discretion of the principal, after refund deadlines have expired, may not be eligible for either partial or full refunds from the school.
13. School staff will not plan or undertake any out-of-school learning experience without prior approval from the principal. Staff involved in non-approved out-of-school learning experiences surrender their legal claim to the Board's Liability Insurance Coverage and to Workers' Compensation.
14. Personal Electronic Devices (PEDs) – Principals may govern and restrict the use of PEDs by students while on any type of school out-of-school learning experience. Principals may apply consequences for the inappropriate use of digital cameras or other photographic devices that are consistent with the School Code of Conduct. (See PEDs Policy.)
15. Health warnings/advisories should be monitored for any international out-of-school learning experiences via the Local Health Department and/or Foreign Affairs and International Trade Canada Travel Report and Warnings website:  
<https://travel.gc.ca/travelling/advisories>.
16. Roll call (attendance) will be taken before departure from any site and at any other time as needed.
17. A bus manifest will be completed prior to each vehicle leaving on an out-of-school learning experience and a copy is to remain in the office.
18. All expenses related to the early departure of a student for disciplinary or medical reasons will be the responsibility of the parent/guardian/student (age of majority).
19. (a) A copy of the *Individual Allergy/Anaphylaxis Accommodation Plan*, *Individual Emergency Allergy/Anaphylaxis Action Plan*, completed by the School principal, to manage the risk of an anaphylactic reaction/health issue, will accompany the supervising teacher for all out-of-school learning experiences.  
  
(b) A copy of the *Individualized Asthma Action Plan*, completed by the school principal to manage the risk of an asthma emergency, will accompany the supervising teacher for out-of-school learning experiences.  
  
(c) A copy of the *Individual Emergency Diabetes Action Plan*, completed by the school principal to manage the risk of a diabetic emergency, will accompany the supervising teacher for all out-of-school learning experiences.  
  
(d) A copy of the *Individual Emergency Sickle Cell Disease Action Plan*, completed by the school principal to manage the risk of a medical emergency, will accompany the supervising teacher for all out-of-school learning experiences.
20. All staff on the out-of-school learning experience should have the school phone number as well as the numbers for the principal (and vice-principal if applicable).

## APPROVALS

There are three types of approvals:

1. The principal's approval only is required for out-of-school learning experiences:
  - (a) where students will be travelling on foot to the site of the activity; and
  - (b) up to one day, including extended school day, within the province but not continuing overnight.
2. *The principal's and superintendent of education's approval are required for any overnight out-of-school learning experience within the province. The request for approval shall be submitted to the superintendent of education at least two weeks prior to the date of the out-of-school learning experience\*.*

*\*Superintendent approval is not required for overnight out-of-school learning experiences at Camp Brebeuf since this activity has already been approved by the Board.*

3. The principal's and superintendent of education's approval are required for any overnight out-of-school learning experience outside the province. The request for approval shall be submitted to the Superintendent of Education at least six weeks prior to the date of the out-of-school learning experience if outside the province and four months if outside of Canada.
4. A report shall be brought semi-annually regarding all out of country out-of-school learning experiences to the Board of Trustees.

# NOTICES AND CONSENTS

It is important that the names of all staff and volunteer supervisors be recorded in order to protect them from liability, for which the Board carries a policy to a limit of \$24,000,000. This also brings into force the Board's Accident Insurance for Volunteer Workers which covers all volunteers while on Board business. Principals are required to ensure that all volunteer workers are aware of their coverage under this policy.

## 1. Out-of-school learning experiences Requiring Notice to Parents/Guardians

A signed parental approval form is **not** required for each day out-of-school learning experience beyond school property where students are travelling on foot and where students are bussed to the parish church when a blanket permission Form A has been signed indicating that these activities will take place throughout the year.

It is recommended that:

- such awareness be created by means of the School or Parent Handbook or similar communication method early in the school year;
- a blanket permission form has been signed and kept on file regarding walking out-of-school learning experiences and visits to the parish church; and
- a notice to parents/guardians being forwarded whenever a student is going off the school property.

With respect to Community-Based Physical Education Courses at the Secondary school level, the permission for students to participate will be deemed to be approved by parents/guardians through the process of course selection as the course description does indicate that out-of-school learning experiences within the community shall be part of the course.

## 2. Out-of-school learning experiences Requiring Parent/Guardian Consent for Student Participation

Specific notification and a signed parental consent is required for all school out-of-school learning experiences involving public and/or private vehicles.

Drivers of private vehicles for out-of-school learning experiences must have completed a Vulnerable Sector Check/Offence Declaration by a police service, have a valid driver's licence and insurance, and principal approval in order to transport students.

Students who have attained their eighteenth birthday and who have received signing authority from their parents, may sign their own approval.

**IMPORTANT** - All signed consent forms must be retained on file by the school for **TWO** years from the out-of-school learning experience date and may be destroyed/shredded at the end of the second year. If an incident occurs during the out-of-school learning experience, then **ALL** consent

forms associated with that event be retained on file by the school until such time as any potential claims arising from the event have been resolved or instructed by legal counsel.

For programs extending overnight, the teacher shall collect all relevant medical information from the parent(s)/guardian(s) and also obtain permission to seek medical attention in the event of an emergency, using the Current Medical Information and Emergency Consent Form – FORM D.

The medical information to be collected from the parent(s)/guardian(s) will be covered by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The obtaining of the information is a requirement for student participation in the activity.

### 3. Costs Associated with Approved School Out-of-School Learning Experiences

#### (a) Students:

It is understood that:

Where it is expected that all students will participate in an approved out-of-school learning experience, no student is to be excluded from the out-of-school learning experience because of the inability to pay.

In the situation where participation in an approved out-of-school learning experience is not mandated for all the students in the specific class(s)/group(s)/division(s)/ etc., then the school is not required to cover the cost of those not participating on the grounds of the “inability to pay.”

Should out-of-school learning experiences be cancelled due to unforeseen circumstances, and where the charges are not refundable to the school, the student/parent is liable for all costs.

#### (b) School:

It is understood that on all approved out-of-school learning experiences, all incurred costs will be the responsibility of the school (including the cost of occasional teachers). The principal is encouraged to use internal coverage on all out-of-school learning experiences, and/or sports activities. Supply teachers should be used as a last resort.

# SUPERVISION

## 1. SUPERVISION

Out-of-school learning experiences are to be under the supervision of at least one Ontario Certified Teacher employed by the Board or, in extremely unique situations, a carefully chosen adult, designated by the principal. Where more than one teacher participates in an out-of-classroom program, the principal shall designate one teacher as the **Teacher in Charge**.

The following factors should be considered when assessing the adequate/reasonable standard of supervision:

- Nature of the activity – foreseeable risk(s) of injury associated with participating in a particular activity;
- Ability of the participants – degree of difficulty, physical strength, endurance, coordination, mobility, physical/mental limitations;
- Age of the participants – factors such as physical size (height/weight), maturity level, risk perception, comprehension of rules/instructions, etc.;
- Environmental factors – site lay-out (clear sight lines versus obstructions); dispersed groups (e.g. ski hills, amusement parks); tour groups versus self-guided, presence of dangerous features (e.g. cliffs, allurements, unusual weather or environmental phenomenon, etc.);
- Disbursed groups – groups separated during the out-of-school learning activity; and,
- Tour groups versus self-guided.

The principal shall ensure that all precautions for the safety, comfort and supervision of participating students are taken according to the following minimum ratios:

<b>MINIMUM SUPERVISION RATIOS</b>			
<b>GRADES</b>	<i>Day out-of-school learning experiences</i>	<i>Overnight out-of-school learning experiences</i>	<i>Water/Wilderness/Ski out-of-school learning experiences</i>
<b>Kindergarten</b>	1 to 5	Not applicable	1 to 5
<b>Grades 1 – 3</b>	1 to 10	Not applicable	1 to 5
<b>Grades 4 – 6</b>	1 to 15	1 to 15*	1 to 10
<b>Grades 7 – 8</b>	2 per class	1 to 15*	1 to 15*
<b>Grades 9 – 12</b>	1 per class	1 to 20*	1 to 20*

\*Both male and female supervisors must accompany mixed groups for overnight excursions. At least one supervisor must be a teacher.

### Other Supervision Requirements:

- The bus driver is not counted in the supervision ratio.
- There must be at least one teacher on each bus.
- Upon arrival at the out-of-school learning experience destination, and at all times during the out-of-school learning experience, the out-of-school learning experience organizer must meet the out-of-school learning experience supervision parameters. This is done either by supervisors meeting the bus at the site, or by the activity host providing appropriate supervisors.
- The minimum supervision ratios are required. As soon as the number of students increases by one over the ratio, another supervisor must be added. Ratios must be maintained for the entirety of the out-of-school learning experience. *Under exceptional circumstances the Superintendent of Education may waive this provision.*
- The minimum supervision ratios do not apply to the activities relating to school teams organized by the school staff or volunteer coaches at both the elementary and secondary levels. All OPHEA guidelines must be met and all supervision ratios are to be approved by the school principal. Please check off the OPHEA box in the out-of-school learning experience Request/Approval Form G and attach excerpt from guidelines that is applicable.
- When a day out-of-school learning experience beyond the school property has been organized where the students will be travelling on foot, the supervision ratio shall be determined by the decision of the principal or his/her designate, based on the nature of the out-of-school learning experience and the age(s) of the students involved.
- Notwithstanding the minimum supervision ratios stated in this guideline, schools shall observe the given supervision ratios established at the location to be visited where the site supervision ratios are stricter than the Board policy.
- NOTE: Educational Assistants assigned to supervise specific students are not to be counted as part of the overall supervision ratio.

## 2. EMERGENCY COMMUNICATIONS

- (a) An itinerary of each out-of-school learning experience must be available in the school office in order that the principal may contact the teacher in charge of the group if an emergency arises.
- (b) A teacher in charge of a group of students should be able to contact a principal or designate at any time if an emergency arises during the out-of-school learning experience, or if a return is delayed. The teacher in charge must also be available to be contacted by the principal or designate.
- (c) If students are billeted in homes, then the host family shall have information which will allow them to contact the teacher in charge at any time. The school and teacher in

charge will have all contact information of the host family so they can be contacted at any time.

- (d) When a group of students leaves the school on an approved out-of-school learning experience, a manifest of all students and staff in the group on each vehicle must be prepared. One copy will be left in the school office, and another copy must accompany each adult supervisor. An emergency contact list must be taken on every out-of-school learning experience.

**NOTE:**

The School Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$24 million for each occurrence.

# SAFETY

## SAFETY REQUIREMENTS

Before any out-of-school learning experience is approved, the out-of-school learning experience organizer must ensure that he/she has consulted the OPHEA Guidelines (website <https://www.ophea.net>) and that the out-of-school learning experience is in compliance and this must be indicated on Form G to be approved by the principal. The teacher must instruct the students in all appropriate safety procedures as per OPHEA Guidelines.

## EXPERIENCES INVOLVING WATER

Any activities which require “high care” (e.g., water activities, waterskiing, etc.) shall be supervised by teachers/supervisors or on-site personnel with qualifications and/or experience in those areas. The school-based teachers/supervisors shall outline to the principal that they have carefully prepared the students and that the activity is appropriate to the skill level of the students involved; or, in the case where the students will be going to a site involving a Class A Pool, as defined – *Regulation 565, Public Pools Regulation*, <https://www.ontario.ca/laws/regulation/900565> then the guidelines and procedures noted below will apply:

The following items require additional knowledge from OPHEA

### SWIMMING: (See current OPHEA Guidelines.)

- (a) Water Safety requires close and direct supervision at all times;
- (b) When, as part of a planned out-of-school learning experience, students are going to be involved in a swimming activity at a *Class A Pool, as defined by the Public Pools Regulation – Regulation 565*, then all matters pertaining to the safety of students and the qualifications and number of lifeguards shall be the responsibility of the pool operator; the participation of students in such out-of-school learning experiences involving the use of a Class A Pool shall be within the stated Supervision Ratios as indicated on page 8 of this document and approved by the principal; and,
- (c) Any out-of-school learning experience involving students using a swimming pool other than a Class A Pool, (not public pools or camp site pool) as defined by Regulation 565, shall **not** be approved by the principal or designate; exceptions shall require the approval of the superintendent of education responsible for that school. **Please note that hotel pools are classified as Class B Pools.**

## **PUBLIC POOL REQUIREMENTS**

R.R.O. 1990, Reg. 565: PUBLIC POOLS under *Health Protection and Promotion Act, R.S.O. 1990, c. H.7*

The following classes of public pools are established:

“Class A pool” being,

- i. a pool to which the general public is admitted,
- ii. a pool operated in conjunction with or as a part of the program of a Young Men’s Christian Association or similar institution or an educational, instructional, physical fitness or athletic institution supported in whole or in part by public funds or public subscription, or
- iii. a pool operated on the premises of a recreational camp, for use by campers and their visitors and camp personnel.

“Class B pool” being,

- i. a pool operated on the premises of an apartment building that contains more than five dwelling units or suites, a mobile home park or a nurses’ residence, for the use of the occupants and their visitors,
- ii. a pool operated as a facility to serve a community of more than five single-family private residences, for the use of the residents and their visitors,
- iii. a pool operated on the premises of a hotel, for the use of its guests and their visitors,
- iv. a pool operated on the premises of a campground, for the use of its tenants and their visitors,
- v. a pool operated in conjunction with,
  - A. a club, for the use of its members and their visitors, or
  - B. a condominium, co-operative or commune property that contains more than five dwelling units or suites, for the use of the owners or members and their visitors,
- vi. a pool operated in conjunction with a day nursery, a day camp or an establishment or institution for the care or treatment of persons who are ill, infirm or aged or for persons in custodial care, for the use of such persons and their visitors, or
- vii. a pool other than a Class A pool, that is not exempt from the provisions of this Regulation. R.R.O. 1990, Reg. 565, s. 2.

## **BOATING: (Highlights below - see current OPHEA Guidelines)**

### **(1) Non-Pleasure Craft**

A vessel that is used for work or commercial activities (Safe Boating Guide – Transport Canada) – properly licensed company, e.g., Hornblower, Ferry, etc.

### **(2) Pleasure Craft**

A vessel used for fishing, water sports, or entertaining.

- (a) Ratios: 1 adult to 8 students on an out-of-school learning experience; 1 adult to 10 students in water activities in a confined area with a clear view and reasonable distance to rescue craft.
- (b) All students must wear a properly fastened Ministry of Transportation approved life jacket or personal flotation device when in a boat or canoe.  
Personal Flotation Devices approved by the Ministry of Transportation shall be worn at all times by students involved in any boating activity.
- (c) Instructions in boating, sailing and canoeing shall be supervised by suitably qualified teachers or adults.

- (d) Prior to any boating or canoeing experience, the swimming ability of any individual participating in the activity shall be ascertained. To be considered a swimmer, the student shall demonstrate to qualified personnel that he/she is able to:
- swim 100 meters;
  - tread water for 5 minutes; and
  - H.E.L.P. and huddle with P.F.D. for 5 minutes  
(H.E.L.P. = Heat Escape Lessening Position)  
(P.F.D. = Personal Flotation Device).
- (e) Adult Personnel organizing the boating activity, including canoeing and kayaking, shall provide an emergency boat equipped with a small motor where deemed necessary and, in addition to normal equipment, the craft should contain a small anchor and line, extra Personal Flotation Devices, a tow line, a bow hook, a sound signalling device, extra bailers and oars or paddles.

Camp personnel must practice the emergency routine so that they are prepared to handle any emergency immediately.

Safety checks of the area and equipment must be carried out either by the waterfront director or the person in charge.

A 'spotter' which must be present, may either be on shore or in a patrol boat, but must have no duties at that time other than spotting.

## **PROCEDURES FOR EMERGENCIES, SERIOUS INJURY, OR ILLNESS**

First-Aid is the responsibility of the person nearest to the casualty. Avoid all unnecessary moving of a seriously injured or ill person.

(a) In the case of serious injury or illness, while one responsible person is administering first aid, have someone notify the following:

- Emergency Services: for all services: ambulance/police/fire:
  - in Hamilton region *Dial 911*;
  - outside Hamilton – dial operator and ask for assistance to contact Emergency Services;
- the family; and,
- the school principal/vice-principal.

(b) Health Insurance Outside the Province of Ontario:

Because of the high cost of health services in other countries, no student shall be allowed to participate in a school out-of-school learning experience outside of Ontario unless the school obtains evidence from the student that he/she is covered by extended health-care for out-of-province travel. Foreign students should be aware that insurance coverage may need to originate from their home country and may not be available for purchase in Ontario.

(c) The OSBIE INCIDENT REPORT FORM shall be completed as soon as possible following the injury and forwarded to the superintendent of education.

In the event of a serious injury or fatality during an Out-Of-School Learning Experience the school principal should telephone the OSBIE Claims Department immediately at 1-800-668-6724 to report the incident with full details.

(d) It is recommended that on overnight out-of-school learning experiences at least one supervisor has First Aid Certification.

## **TRANSPORTATION**

The school shall be fully responsible for all arrangements and expenses relating to the transportation of all students, including students with special needs, to and from any out-of-school learning experience.

Where payment for out-of-school learning experiences is being deducted from the school budget, the normal procedures for requisitions will be followed. Upon receipt of an invoice for transportation, the invoice should be forwarded to the Accounts Department for payment.

## PRIVATE MOTOR VEHICLES

1. While the Board does not encourage the use of privately owned vehicles in the transportation of students, in the event they are used, teachers and other volunteer drivers shall have the principal's authorization and shall inform parents using Form G.

This authorization is dependent upon the driver having the following:

- a) A valid driver's license;
  - b) A valid insurance policy; and
  - c) An acceptable Vulnerable Sector Check.
2. It is the responsibility of the principal to inform those who drive students that their own insurance policy initially bears the liability for property damage and/or personal injury. Each driver must complete a copy of the AUTHORIZATION TO TRANSPORT STUDENTS USING A PERSONAL VEHICLE (Appendix A - Form H Parts A & B) and submit for principal approval prior to transporting students.
  3. Under Ontario statute, the insurance coverage carried by the vehicle owner is considered "primary" insurance and would apply before any other insurance.

The OSBIE Liability Policy includes Non-Owned Automobile coverage which would respond to any automobile Liability loss that exceeds the Liability limit carried by the owner of the vehicle up to a combined limit of \$24M while it is being operated on behalf of the School Board.

4. The number of students per vehicle cannot exceed the available, working seat-belts, which must be worn by each student/adult in the vehicle.
5. It is strongly recommended that, where private vehicles are used to transport students to and from out-of-school learning experience(s), a student would not travel as a single passenger in the vehicle of a designated supervisor. This recommendation would not apply in the circumstances of the supervisor being the student's own parent(s) or guardian(s).
6. In circumstances such as a missed bus or sickness at school, where a parent or designate or emergency contact is not able to provide transportation, verbal permission shall be sought by the school to have the student transported by school personnel to the home or other designated location as determined by the parent or emergency contact.
7. It is recommended that in the case of a student requiring immediate medical care that 911 be called and an ambulance requested.

## HIGH-RISK ACTIVITIES

When reviewing a proposed activity or program, consider the following:

- Does the program or activity have educational value?
- Is it a part of the curriculum?
- What facilities, activities, equipment, materials, and people (students and adults) will be involved?
- What kind of losses (injury and damage) can be expected?
- Which loss control techniques can be used to control potential losses?
- **What is the most frequently used strategy for undertaking the activity?**
- **How can modifying the activity remove/reduce risk?**
- **How will safety rules be established and enforced?**
- **Are the OPHEA guidelines to be used (if applicable)?**
- **Should a pre-trip visit to the destination by staff take place?**
- **How and who will ensure the local conditions/hazards of the destination are considered and monitored before departure?**
- **Are leaders of the activity qualified where special skills are needed to supervise the activity?**
- **Depending on the level of risk of the excursion, it may be prudent for the principal, any board staff expected to supervise the excursion, the students who will participate, and their parents, to attend a meeting where:**
  - **The nature of the activity is explained;**
  - **The foreseeable risks of engaging in the activity are discussed;**
  - **The number and name of the supervisors are given;**
  - **The nature of their expertise or experience with the activity to be undertaken are explained;**
  - **Any rules and/or parameters to be aware of are presented; and,**
  - **Parents understand that they must give consent in order for any student to participate and confirm in writing that the student has enough experience and expertise to participate in the activity, including any limitations that the student has and indicate on Form B – specialized requirements section.**

**\*Ensure there are interpreters at the meeting for those parents who do not speak or understand English.**

The presence of any one or more of the following factors is indicative of a high-risk activity and may not be an acceptable risk:

- the nature of the activity or the presence of obvious hazards results in a high probability of a loss occurring with catastrophic results;
- it is reasonably foreseeable that a loss will occur; and/or,
- you have no control over the risks that are present.

The following are high-risk activities and include the following extreme sports activities:

- skydiving;
- downhill mountain biking;
- white water rafting; white water canoeing; white water kayaking; swimming in fast moving rivers or streams;
- cliff rappelling;
- rock-climbing;
- firing ranges;
- bungee jumping;
- paint-ball warfare games;
- jet skis or other similar motorized personal watercraft designed to carry two or fewer persons;
- the use of any raft, tube, or other vessel used for navigating white water streams;
- wilderness excursions;
- high ropes;
- canopy walks;
- exposure to weather elements – sun, wind, extreme heat/cold;
- areas prone to natural elements – avalanche, mudslides, volcanic activity, flash flood, disease outbreak;
- natural disaster areas – hurricane, ice/snow storm, tornadoes, earthquake, etc.;
- air or flight activities - Airplane flying, hang gliding, helicopters, hot-air ballooning;
- Motorized races and contests - Auto racing, demolition contests, soapbox and go-cart races, demolition contests, stunting and tractor pulls; and
- Exposure to wild and/or exotic animals.

Medium to high risk activities:

- Trampoline - a higher than average risk, with catastrophic potential (neck injury). Risks can be managed with setting/following rules (OPHEA) and having qualified instructors providing proper instruction and supervision of the activity. As well, proper facility selection with adequate proof of insurance \$2-5 million.

There are safety guidelines for the secondary level: <http://safety.ophea.net/fr/safety-plan/167/162>

Link to the Guidelines for In-Ground Trampoline (elementary): <http://safety.ophea.net/safety-plan/168/1798>

**Please note that the OPHEA Guidelines state that Above Ground Trampoline is not an appropriate activity at the elementary level.** (As communicated by OSBIE 2017)

# **FORM SUMMARY CHART**

<b>OUT-OF-SCHOOL LEARNING EXPERIENCE</b>	<b>REQUIRED PARENT FORMS</b>	<b>ADMINISTRATIVE USE ONLY</b>
Walking Excursion within community	A, B, C, K	B, C, I, K
Day experience within the province	A, B, C	B, C, I, J
Day experience within the province with volunteer driver	A, B, C, G	B, C, H, I
Overnight experience	A, B, C, D	I, B, C, D, E, J
Secondary school-related event (team, club)	F	F
Optional transportation template	L	L



**PARENT/GUARDIAN INFORMATION FORM**  
**FOR OUT-OF-SCHOOL LEARNING EXPERIENCES**  
Elementary and Secondary Students

**THIS FORM SHOULD BE RETAINED BY PARENTS/GUARDIANS**

To the Parent/Guardian: Permission has been granted by the principal to have the students participate in the out-of-school learning experience described below. Please read the information below and return the attached form by the due date as indicated.

**If a non-refundable deposit/payment is required for this out-of-school learning experience, the parent/guardian acknowledges that neither the HWCDSB nor any employee bears liability for the deposit/payment once paid, if the child is unable to attend, or if the out-of-school learning experience is cancelled due to any unforeseen circumstances.**

The Board's Out-of-School Learning Experiences Policy and Procedures can be referenced on the Board Website, [www.hwcdsb.on.ca](http://www.hwcdsb.on.ca).

<b>School Name:</b>	St. David CES
<b>Destination Name, Address and Contact Number:</b>	Marydale Park 5999 Chippewa Road Mount, Hope ON L0R 1W0
<b>Date(s) of out-of-school learning experience:</b>	Wednesday, October 20, 2021
<b>Cost per Student:</b>	No Cost
<b>Mode of Transportation:</b>	Bus
<b>Time of departure from school:</b>	9:30 a.m.
<b>Approximate Time of return to school:</b>	2:30 p.m.
<b>Purpose of the out-of-school learning experience:</b>	Cross Country at Marydale Park
<b>Additional details:</b>	Wear uniform? <b>No</b> Bring own lunch? <b>Yes</b>
<b>Water activities:</b>	<b>No</b>
<b>ALL PERMISSION FORMS AND FEES ARE DUE NO LATER THAN 3 DAYS BEFORE THE OUT-OF-SCHOOL LEARNING ACTIVITY. LATE SUBMISSIONS MAY NOT BE ACCEPTED.</b>	



## PERMISSION FORM FOR OUT-OF-SCHOOL LEARNING EXPERIENCES Elementary and Secondary Students

<b>PRINT STUDENT'S FULL NAME:</b>	
School Name:	St. David CES
Destination Name, Address and Contact Number:	Marydale Park 5999 Chippewa Road Mount, Hope ON L0R 1W0 905-528-0011
Date(s) of out-of-school learning experience:	Wednesday, October 20, 2021
Cost per Student:	No Cost
Mode of Transportation:	Bus
Time of departure from school:	9:30 a.m.
Approximate Time of return to school:	2:30 p.m.
Purpose of out-of-school learning experience:	Fall CYO Cross Country at Marydale Park
Additional details:	Wear uniform? <b>No</b> Bring own lunch? <b>Yes</b> <b>Other:</b> Please come dressed for the weather, with a lunch, drinks and snacks (please see cover letter for further details).
Water activities:	<b>No</b>

<b>Payment Type:</b> <input type="checkbox"/> <b>On-Line Payment Receipt Number</b> _____ <b>(preferred payment method)</b> <input type="checkbox"/> <b>Payment Attached</b>	
I/We hereby request that the above-named student be permitted to participate in this activity.	
<b>Signature of Parent/Guardian:*</b> _____	<b>Date:</b> _____
<small>*If the student is over the age of 18 years and has signing authority designated by the student's parent/guardian, the student's signature only is required.</small>	
<b>Contact Phone Number:</b> _____	
Emergency Contact Name: _____	Relationship to student: _____
Emergency Contact Phone Number: _____	
<b>Specialized Requirements:</b> Please specify and check all that apply: Allergy/Anaphylaxis <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Sickle Cell Disease <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	

For out-of-country out-of-school learning experiences, I have consulted all Health warnings/advisories via the local Health Department and/or Foreign Affairs and International Trade Canada Travel Report and Warnings website: <https://travel.gc.ca/travelling/advisories>.

The personal information and personal health information requested and contained within this form is being collected, used, retained and disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act: R.S.O. 1990 last amendment 2007* and the *Personal Health Information Protection Act : R.S.O. 2004 last amendment 2009* by the Hamilton-Wentworth Catholic District School Board in accordance with the *Education Act: R.S.O. 1990 last amendment 2009* and its regulations for the provision of education and education-related programs and services, including excursions. Any questions regarding the collection, use, retention and disclosure of personal information by the School or the Board may be directed to the principal of the School.

## INFORMED CONSENT FORM FOR OUT-OF-SCHOOL LEARNING EXPERIENCES Elementary and Secondary Students

This form must be read and signed (without amendment) for any student attending the educational out-of-school learning experience. To ensure participation, return to the school/supervising teacher by **Monday, October 18, 2021. Students WILL NOT be allowed to participate if the form is not signed and returned.**

**ELEMENTS OF RISK:** Educational activity programs, such as **Cross Country in Marydale Park** involve(s) certain inherent elements of risk. Injuries may occur while participating in these activities.

Injuries may occur while travelling or participating in these activities. The potential inherent risks that may result from participation include but are not limited to: physical contact with other people, hard surfaces, flying objects, rapid movements, and quick turns and stops, physical exertion, fatigue and exhaustion, dehydration, exposure to weather conditions including sun exposure, extreme heat, extreme cold, site hazards, e.g. heights, water, noise, transportation, equipment and materials, electricity and chemicals, environmental conditions, including exposure to fauna, flora, insects and wildlife, failure to remain within designated areas and supervised activities.

The following includes, but is not limited to the types of injuries which may result from participating in this activity (list as appropriate): bruises, cuts and scrapes, sprains and strains, breaks and fractures, concussion, sun exposure, frostbite, insect bites/stings, rashes, serious and life-threatening injuries and death.

By choosing to take part in this activity I understand that my child may be exposed to certain risks and accidents and injuries may occur.

The potential inherent risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the School Board, its employees, agents or the facility where the activity is taking place. Refer to Ontario Physical and Health Education Association (OPHEA) website ([www.ophea.net](http://www.ophea.net)).

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity, i.e., listening attentively, etc. If you choose to participate in this activity, you must understand that you assume the risk for any injury that might occur. The Hamilton-Wentworth Catholic District School Board does not provide accidental death, disability, dismemberment, or medical expense insurance on behalf of the students participating in this activity.

### ACKNOWLEDGEMENT AND PERMISSION:

I/We have read the above and agree to assume the risks associated with our child/myself participating in the out-of-school learning experience.

**Signature of Parent/Guardian\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*If the student is 18 years of age or older and has signing authority designated by the student's parent/guardian, the student's signature only is required.

**CURRENT MEDICAL INFORMATION & EMERGENCY CONSENT  
FOR OUT-OF-SCHOOL LEARNING EXPERIENCES**

**Elementary and Secondary Students**

(To accompany the teacher during the out-of-school learning experience)

TO BE COMPLETED BY THE PARENT/GUARDIAN OR STUDENT 18 YEARS OF AGE OR OLDER  
**FOR OVERNIGHT OUT-OF-SCHOOL LEARNING EXPERIENCE**

TO: \_\_\_\_\_

**In Emergency, contact person(s) is/are:**

(1) Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Please record any medical, allergy, dietary condition, or religious requirement which should be observed. Please specify and, if necessary, give details of any medication taken by student:

\_\_\_\_\_

Please list any activities from which student should be excused: \_\_\_\_\_

**EMERGENCY CONSENT FORM**

As the parent(s)/guardian(s)\* of \_\_\_\_\_  
(Name of Student)

I/We hereby consent that my/our child attend the out-of-school learning experience as noted above

from \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

Should it become necessary for my/our child to have medical care, I/we hereby give the teacher/supervisor permission to use his/her best judgement in obtaining the best of such medical service for our child. I/We understand that any costs associated with the medical service for our child will be our/my responsibility. I/We also understand that in the event of illness or accident, an emergency contact will be notified as soon as possible.

Address \_\_\_\_\_

Contact #: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**Signature of Parent(s)/Guardian(s)\*** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*If the student is 18 years of age or older and has signing authority designated by the student's parent/guardian, the student's signature only is required.

The personal information and personal health information requested and contained within this form is being collected, used, retained and disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act: R.S.O. 1990 last amendment 2007* and the *Personal Health Information Protection Act: R.S.O. 2004 last amendment 2009* by the Hamilton-Wentworth Catholic District School Board in accordance with the *Education Act: R.S.O. 1990 last amendment 2009* and its regulations for the provision of education and education-related programs and services, including excursions. Any questions regarding the collection, use, retention and disclosure of personal information by the School or the Board may be directed to the principal of the School.

**IS-18-40 (D)**



### REQUEST FOR SUPERINTENDENT APPROVAL OF OVERNIGHT OUT-OF-SCHOOL LEARNING EXPERIENCES Elementary and Secondary Students

School		Date of Request*
Destination		Date of Proposed Out-of-school Learning Experience*
Travel/Tour Company		Mode of Transportation
School Departure Time	Destination Departure Time	Name of Carrier
Number Of Students	Grade Range Of Students	Number Of Supervisors
Total Cost Per Student	Personal Cost Per Student	Supervision Ratios Met? Yes <input type="checkbox"/> No <input type="checkbox"/>
OPHEA GUIDELINES FOLLOWED? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	HIGH-RISK ACTIVITY? Yes <input type="checkbox"/> No <input type="checkbox"/>	WATER ACTIVITY INVOLVED? Yes <input type="checkbox"/> No <input type="checkbox"/>
HEALTH WARNINGS/TRAVEL ADVISORIES? Yes <input type="checkbox"/> No <input type="checkbox"/>	ADDITIONAL DETAILS	
<b>EDUCATIONAL RATIONALE</b>		
Name(s) of Staff Supervisor(s):		
Purpose of Out-of-school Learning Experience:		
Relationship to Student's Program/Course (Attach Details):		
Pre-Out-of-School Learning Experience Preparation(S) By Students:		
Follow-Up Activities Planned:		
DATE	PRINCIPAL'S SIGNATURE	
SUPERINTENDENT OF EDUCATION SIGNATURE		APPROVAL DATE
*Request requirements for overnight: <ul style="list-style-type: none"> <li>• <b>within province</b>, submit request <b>two weeks prior to out-of-school learning experience.</b></li> <li>• <b>outside of province</b>, submit request <b>six weeks prior to out-of-school learning experience.</b></li> <li>• <b>outside of Canada</b>, submit request <b>four months prior to out-of-school learning experience.</b></li> </ul>		
Send signed form to superintendent of education of school; school should retain copy; superintendent will return copy upon approval of out-of-school learning experience.		



Hamilton-Wentworth Catholic District School Board  
*Believing. Achieving. Serving.*

Form F

**TRANSPORTATION OF STUDENTS FOR  
SCHOOL RELATED EVENTS**

Date:

Dear Parents/Guardians:

It is important to recognize the importance of safety for all students in all levels of participation in school-related events. This also includes the transportation of students to and from games/locations as outlined in the schedules provided to the players/team members.

While the principal is always responsible for school-related events, it is the parent who is responsible for the transportation of their son/daughter to the game or event. Should a parent wish to have another parent or other licensed driver transport their child to the game/event at the elementary level or secondary level, it is critical to ensure the driver is aware of the responsibility for the safety of his/her passengers: vehicle in good repair, current valid license and insurance, working seatbelts, etc. Provisions should also be made by the driver for any accommodations which are required for any students with special needs.

We bring this to your attention to ensure that the above aspects of safety precautions are addressed for games/events during school times as well as after school events for both elementary and secondary students.

Please complete the portion below indicating your acknowledgment of the above information and the responsibility of the parent to communicate to the driver the importance of safety first.

Sincerely,

Principal



I/We have read the above information and acknowledge my/our responsibility as parent(s)/guardians

of \_\_\_\_\_ (student's name) to transport him/her to school-related events.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



**PERMISSION FORM FOR  
OUT-OF-SCHOOL LEARNING EXPERIENCES  
USING PERSONAL VEHICLES  
Elementary and Secondary Students**

Form G

<b>PRINT STUDENT'S FULL NAME:</b>	
School Name:	
Destination Name, Address and Contact Number:	
Date(s) of out-of-school learning experience:	
Cost per Student:	
Mode of Transportation:	Private Motor Vehicle
Time of departure from school:	
Approximate Time of return to school:	
Purpose of Experience:	
Additional details:	Wear uniform? Yes <input type="checkbox"/> No <input type="checkbox"/> Bring own lunch? Yes <input type="checkbox"/> No <input type="checkbox"/> Other:
Water activities:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, details:

**Payment Type:**  On-Line Payment Receipt Number \_\_\_\_\_ (preferred payment method)  
 Payment Attached

I/We hereby request that the above-named student be permitted to participate in this activity and give permission for my son/daughter to be transported using a private motor vehicle.

**Signature of Parent/Guardian:\*** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*If the student is 18 years or older and has signing authority designated by the student's parent/guardian, the student's signature only is required.

**Contact Phone Number:** \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

**Specialized Requirements:** Please specify and check all that apply:  
Allergy/Anaphylaxis  Asthma  Diabetes  Epilepsy  Sickle Cell Disease   
Other (please specify)

For out-of-country out-of-school learning experiences, I have consulted all Health warnings/advisories via the local Health Department and/or Foreign Affairs and International Trade Canada Travel Report and Warnings website: <https://travel.gc.ca/travelling/advisories>.

The personal information and personal health information requested and contained within this form is being collected, used, retained and disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act: R.S.O. 1990 last amendment 2007* and the *Personal Health Information Protection Act: R.S.O. 2004 last amendment 2009* by the Hamilton-Wentworth Catholic District School Board in accordance with the *Education Act: R.S.O. 1990 last amendment 2009* and its regulations for the provision of education and education-related programs and services, including excursions. Any questions regarding the collection, use, retention and disclosure of personal information by the School or the Board may be directed to the principal of the School.



Hamilton-Wentworth Catholic District School Board  
Believing. Achieving. Serving

# VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS

## Part A

This will authorize \_\_\_\_\_  
(Name of staff or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule;
- OR
2. To transport students participating in the following school activity:

\_\_\_\_\_  
(Note Activity and Destination)

3. Vehicle Information: MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENCE #: \_\_\_\_\_

Date	School Name	Principal's Signature
------	-------------	-----------------------

NOTE: ALL "OUT-OF-SCHOOL LEARNING EXPERIENCE DRIVERS" ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- A. Use a licensed automobile which carries valid automobile Third Party Liability Insurance as required under Ontario legislation;
- B. Provide the School Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during an out-of-school learning experience on Board-related business;
- C. Be aware that the School Board's Excess Automobile Liability Insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- D. Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the School Board's Excess Automobile Liability Insurance.
- E. Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

N.B. An "out-of-school learning experience driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain out-of-school learning experience while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, and officials of the School Board.

### DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature	Date
-----------	------

### DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature	Date
-----------	------



Hamilton-Wentworth Catholic District School Board  
*Believing. Achieving. Serving.*

Form H (B)

## Volunteer Driver – Authorization to transport students continued Part B

### SUMMARY OF INSURANCE

**(1) Staff and Volunteer Supervisors on School Premises** - The School Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$24 million for each occurrence.

**(2) Staff and Volunteer Drivers for School Activities** - Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first. If a vehicle which is not owned by the School Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the School Board's insurance for damage to volunteer's or employee's vehicles while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

**(3) Personal Automobile Insurance Coverage** - For the personal protection of staff and volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



Hamilton-Wentworth Catholic District School Board  
Believing, Achieving, Serving

Form I

**OUT-OF-SCHOOL LEARNING EXPERIENCE REQUEST / PRINCIPAL APPROVAL FORM**

NAME: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Teacher in Charge)

<b>DETAILS:</b>			
Date of out-of-school learning experience: _____		Start time at activity site: _____	
Time bus leaving from school: _____		Time bus picks up from site location: _____	
Return to school time: _____			
Location/address of out-of-school learning experience: _____			
Reason for out-of-school learning experience: _____			
Grade(s) and teacher name(s) attending: _____			
Students should attend out-of-school learning experience prepared with: _____			
Total # of students: _____		Total # of supervisors: _____	
Names of supervisors: _____			
Volunteers have Vulnerable Sector Check Completed? Yes _____ No _____			
Supervision Ratio Compliant: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Admission cost per student: <b>A</b> \$ _____			
Total cost of busing (including taxes) _____		X _____ = _____	
Cost per bus		# of buses required	
		Total cost of busing	
Cost of busing per student: <b>B</b> _____		÷ _____ = _____	
Total bus cost		# of students	
		Cost of busing per student	
Admission cost of supervisors per student: <b>C</b> _____		X _____ ÷ _____ = _____	
# of Supervisors		Cost/supervisor	
		# of students	
		Cost of supervisor/student	
Estimated cost of out-of-school learning experience per student: _____		+ _____ + _____ = _____	
<b>A</b>		<b>B</b>	
		<b>C</b>	
		<b>Student Pays</b>	

**Bus seating: 2 per seat = 48 Primary: 3 per seat = 72 Note: Extra cost for wheelchair bus.**

When calculating the number of seats and buses required, include number of students plus all supervisors.

When calculating student cost per bus, only include # of students in the calculation.

Buses to be booked: by teacher <input type="checkbox"/> or office <input type="checkbox"/> ?	
OPHEA Guidelines have been consulted? Please attach details to this form. Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Uniform required for out-of-school learning experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, why?

\*Money and permission forms from parents are due 3 days before out-of-school learning experience if day out-of-school learning experience. If overnight, see Form D.

Department Head's Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_  
Vice-Principal's Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

IS-18-40 (I)



Hamilton-Wentworth Catholic District School Board  
Believing. Achieving. Serving

Form J

**BUS/VEHICLE MANIFEST**

Bus # \_\_\_\_ of \_\_\_\_

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher-In-Charge: \_\_\_\_\_ Cell #: \_\_\_\_\_

Bus Company: \_\_\_\_\_ Bus Company Phone #: \_\_\_\_\_

License Plate: \_\_\_\_\_ Bus ID Number: \_\_\_\_\_

Bus Driver's Cell # (Optional) \_\_\_\_\_

Out-of-school learning experience Name & Destination:  
\_\_\_\_\_

**List supervisor names on this vehicle:**

	Student Names		Student Names		Student Names
1.		25.		49.	
2.		26.		50.	
3.		27.		51.	
4.		28.		52.	
5.		29.		53.	
6.		30.		54.	
7.		31.		55.	
8.		32.		56.	
9.		33.		57.	
10.		34.		58.	
11.		35.		59.	
12.		36.		60.	
13.		37.		61.	
14.		38.		62.	
15.		39.		63.	
16.		40.		64.	
17.		41.		65.	
18.		42.		66.	
19.		43.		67.	
20.		44.		68.	
21.		45.		69.	
22.		46.		70.	
23.		47.		71.	
24.		48.		72.	

\* Please fill in a separate form for each vehicle and leave a copy in office before departure.  
 \* Supervisors and students must not switch buses once this list is submitted to office.  
 \* For a complete class traveling on a single bus, attach class list with updated attendance.



## ***St. David Catholic Elementary School***

### **Re: Consent Form – Fall Cross Country at Marydale Park on Wednesday, October 20, 2021**

Dear Parents and/or Guardians of Cross Country Runners,

Your child has been chosen as a member of the St. David Fall Cross Country Team. The team will be competing in the CYO Fall Cross Country event on Wednesday, October 20, 2021 at Marydale Park.

Due to current safety protocols and capacity limits, **only two spectators (ex: parents) are permitted on the property per athlete.** The entrance fee to Marydale Park for the meet is \$5.00 (this includes the vehicle, driver and passenger).

All students are to come prepared for the Cross Country event by dressing for the weather. All students must wear masks on the bus and when not running in their specific race. All students must wear running shoes for the race. There will not be food/drinks sold at the event.

Please make sure your child is prepared for the day with the following items: lunch, snacks, many water bottles, running shoes, shorts/pants, extra masks, sweater, poncho, hat and a garbage bag to place on the ground to sit on. Just in case there is mud on the running route, please consider packing an extra change of clothes, including socks and a pair of shoes. If it is sunny and warm, please pack a hat and sunscreen.

The race times will be provided to parents as soon as we are notified of the schedule. As of right now, we know that the Grade 1 race will be the first race of the day starting at 11:00 a.m. The races for the other grades will occur consecutively. **If you are choosing to take your child home from the Cross Country Meet, please check in with Mrs. Toscani before leaving the park.**

Please sign and send all permission forms back to your child's classroom teacher, as they will be collected by the Cross Country Coaches immediately. **Forms are due back to school by Monday, October 18, 2021. Please sign both sides of the trip form (Forms B and C) and the CYO permission form (pages 3 and 4).**

Thank you again for your continued support,

Cross Country Coaches



(INSERT SCHOOL LETTERHEAD)  
**SPECIAL ARRANGEMENTS FOR TRANSPORTATION  
TO AND FROM OUT-OF-SCHOOL LEARNING EXPERIENCE  
SAMPLE TEMPLATE**

Student's Name:	
Classroom Teacher:	
Out-of-school learning experience:	
Date of experience:	

The school has arranged transportation to and from the school. We understand that there may be situations where other transportation arrangements may be required for your son/daughter.

Please indicate the alternate arrangements below: (INCLUDE OPTIONS AS NEEDED)

- I will be driving my son/daughter to the out-of-school learning experience and will contact the teacher in charge upon arrival.
- I will pick up my son/daughter from the out-of-school learning experience. I will contact the teacher in charge before leaving with my child.
- I give permission for my son/daughter to be driven by \_\_\_\_\_ to the out-of-school learning experience and he/she will contact the teacher in charge upon arrival.
- I give permission for my son/daughter to be picked up from the out-of-school learning experience by \_\_\_\_\_. This person will inform the teacher in charge before leaving with my child. They will provide photo ID before my child will be released.
- I give permission for my son/daughter to drive to the out-of-school learning experience and he/she will contact the teacher in charge upon arrival.
- I give permission for my son/daughter to drive from the out-of-school learning experience. He/she will inform the teacher in charge before leaving.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_