

# Toronto District School Board

Operational Procedure PR.511 SCH

Title: **EXCURSIONS**

Adopted: June 24, 2004

Revised: **April 15, 2008**, October 27, 2005, May 9, 2005, September 30, 2004, August 30, 2004

Authorization: Executive Council

## 1. OBJECTIVE

To provide a process and guidelines for excursions in accordance with Board Policy P.033 SCH, Excursions

## 2. DEFINITIONS

*Commercial Excursions* Commercially organized or advertised events

*Excursion* Any approved school- or board-organized educational activity involving students that takes place off school property, e.g., ROM, leadership camps, end-of-year class trips, sports games and tournaments away from school, out-of-town/weekend trips. Where excursions involve physical activity, please refer to the Health & Physical Education Safety documents for safety and supervision requirements. If students regularly travel to a location as part of their curricular program, e.g., Family Studies, Design & Technology, Cooperative Education placements, then excursion forms are not necessary. However, parents must be informed of dates, location, supervision and method of transportation. Graduation ceremonies, school proms, and dances off school property are not considered to be excursions.

*High-Care Activities* “High-care activities,” as used in this document, refer to those types of activities that involve increased risk and/or special safety considerations, along with one or more of the following:

- multiple risks, e.g., weather;
- occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Coordinator of Outdoor Education, or travel on large water vehicles used for public transportation);  
or
- require special qualifications or certification for supervision; or
- take place away from easy access to first aid.

**\*Note: Higher-Risk Sports as listed in the Physical Education Interschool Athletics Safety documents in interschool athletics are not considered to be high-care activities/excursions. (See also Appendix C: High-Care Activities.)**

*Informed Consent* Consent given after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity; a reasonable effort would include measures such as translation or interpretation in the consenting person’s first language.

*Out-of-Country Excursions* Excursions that involve travel to countries outside of Canada.

*Parents* For the purposes of this document, the term *parent* includes guardians or any caregiver legally recognized as acting in the place of a parent.

*Program Service Providers* Organizations that provide services, programs, or facilities that are used for excursions.

*Student Excursion Report* Report generated by Trillium that lists all the students on the excursion, their addresses, phone numbers and emergency contacts, along with any health issues. This report can be generated for a class list or a team list. See your attendance secretary for information on how to access this report.

*Student Tours* Commercial excursions, lasting more than one day, involving travel and accommodation paid for by students

*Supervision* Overseeing for the purpose of regulation, direction, or ensuring safety and security

### 3. RESPONSIBILITY

Associate Director

### 4. PROCEDURES

This procedure is divided into sections as indexed below:

<u>Section</u>	<u>Page</u>
A. Other Considerations .....	5
A.1 Accommodation of Religious Requirements, Practices, and Observances .....	5
A.2 Physical Education/Interschool Athletics .....	5
A.3 Other Program Areas .....	5
B. Medical Requirements .....	6
C. Restrictions .....	6
D. Risk/Liability .....	7
E. Minimum Responsibilities .....	7
E.1 Principals.....	7
E.2 Teachers .....	9
E.3 Volunteers.....	12
E.4 Students.....	13
E.5 Parents/Guardians .....	14

E.6	Superintendents of Education .....	15
F.	Application and Approval.....	16
F.1	Excursions within Walking Distance of the School .....	17
F.2	Series of Scheduled Events or Class Activities .....	18
F.3	Non-Sanctioned Excursions.....	18
F.4	Commercial Excursions, Out-of-Country Excursions, and Student Tours .....	18
G.	Supervision .....	20
G.1	Principles of Supervision.....	20
G.2	General Guidelines Regarding Supervision Minimum Supervision Ratios .....	21
H.	Waivers .....	24
I.	Billeting.....	24
J.	Transportation .....	24
J.1	Boat and Air Transportation .....	25
J.2	Use of Buses and Vans .....	25
J.3	Tour Companies.....	26
J.4	Volunteer Drivers Using Vehicles or Another Licensed Automobile.....	26
J.4(c)	Child Seating and Restraint Systems (Car Seats, Booster Seats) ....	26
J.4(d)	Seatbelts .....	27
J.4(e)	Student Driver Using Private Vehicle.....	27
J.4(f)	Personal Automobile Insurance Coverage .....	28
J.5	Educational Staff Renting Vehicles .....	28
J.6	Educational Staff Using Board Vehicles .....	29
J.7	Student Identification for Transport.....	29
J.8	Travel in Inclement Weather .....	29
J.9	Transportation of Excursion-Related Equipment and Supplies .....	29
J.10	Public Transportation.....	30
K.	Funding and Excursion Costs .....	31
L.	Risk Management .....	31
L.1	Contingency Planning.....	31
L.2	Medical and Emergency Procedures.....	33
L.3	Emergency Communications.....	34
L.4	Early Termination of Excursions.....	34
L.5	Requirements of Program Service Providers.....	34

**5. APPENDICES**

- Appendix A: Summary of Approval Requirements (excluding Physical Education/Athletics)
- Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities
- Appendix B2: Summary of Approval Requirements for Intramural Activities
- Appendix B3: Summary of Approval Requirements for Interschool Athletics
- Appendix C: High-Care Activities

- Appendix D: Supervision [as excerpted from the Physical Education/Outdoor Education Curricular Safety documents]
- Appendix E: Excursion Procedures Questions and Answers
- Appendix F: Parents'/Guardians' Responsibilities for Excursions
- Appendix G: Students' Responsibilities on Excursions
- Appendix H1: Emergency Procedures Checklist: Accident
- Appendix H2: Emergency Procedures Checklist: Missing Student
- Appendix I: Health Coverage

## **6. REFERENCE DOCUMENTS**

Board Policy P.033 SCH: Excursions  
Operational Procedure PR.563: Anaphylaxis

### **Forms:**

- 511A: Request for Excursion Approval by Principal
- 511B: Request for Excursion Approval by Superintendent of Education
- 511C: Parent/Guardian Permission for Excursion
- 511E: Medical Information for Excursions
- 511F: Principal Authorization for Volunteer Drivers
- 511G: Formal Contingency Plan
- 511H: Walking Excursion – Immediate Community
- 511I: Interschool Athletics Tryouts and Participation (Elementary)
- 511J: Interschool Athletics Tryouts and Participation (Secondary)
- 511K: Physical Education Information and Intramural Information/Permission

### **Checklists:**

- 511L: Principal's Excursion Checklist
- 511M: Superintendent's Excursion Checklist
- 511N: Excursion Checklist: Day Excursion – In/Outside GTA
- 511O: Excursion Checklist: Day Excursion – High-Care in/outside GTA
- 511P: Excursion Checklist: Day Excursion – Overnight in/outside GTA
- 511Q: Excursion Checklist: Day Excursion – Overnight High-Care in/outside GTA
- 511R: Excursion Checklist: Day Excursion – Overnight Out-of-Province or International

**A. OTHER CONSIDERATIONS**

**A.1. Accommodation of Religious Requirements, Practices, and Observances**

- (a) Schools and workplaces should make every reasonable effort to be aware of the religious observances of their staff, students, and community when planning special meetings, examination schedules, school concerts, parent interviews, field trips, and other significant events. These limitations do not apply where it is known that none of the potential participants would observe the particular day in question.
- (b) For additional information regarding Holy Days, please consult TDSB Guidelines and Procedures for the Accommodation of Religious Requirements, Practices, and Observances, pages 6 and 7, or <[www.interfaith.org/calendar.asp](http://www.interfaith.org/calendar.asp)>.

**A.2. Physical Education/Interschool Athletics**

- (a) Where the excursion involves physical education, intramural activities, an athletic event, or a series of athletic events, the teacher/coach/staff supervisor shall prepare the appropriate athletics parent permission form in lieu of Form 511C: Parent/Guardian Permission for Excursion. (Forms pertaining to athletic activities are Forms 511I, 511J, and 511K.)
- (b) For detailed information about procedures, supervision requirements, and approvals of excursions involving physical activities, the teacher shall follow the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, and/or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, and/or the Physical Education Elementary and Secondary Intramural Safety documents. These documents are also available in all schools from the Principal, the school Health and Physical Education Department (secondary), and the central Health and Physical Education Department, and/or may be purchased through the Tippett Centre (tel.: 416-397 2595; e-mail: [curriculumdocs@tdsb.on.ca](mailto:curriculumdocs@tdsb.on.ca)).
- (c) Activities that are listed in the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents (or related Board documents) will generally be approved, if requirements have been met in accordance with curriculum and related safety documents and this Excursion Policy. (See Appendix A: Summary of Approval Requirements (excluding Physical Education/Athletics), Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics.)

A.3. Other Program Areas

The teacher should consult appropriate curriculum and safety documents for requirements specific to other program areas.

**B. MEDICAL REQUIREMENTS**

At the beginning of the school year, the school will send out Form 511E: Medical Information. This form should be collected and the information entered into Trillium. It is not necessary to complete another Form 511E: Medical Information for any excursion, except for an overnight excursion. Overnight Interschool Athletics excursions within the province do not require an additional Form 511E: Medical Information to be completed. Trillium will generate a Student Excursion Report that highlights students' medical information. (For the definition of a Student Excursion Report, see page 2 of the Excursion Procedures.) This Student Excursion Report must be carried for each excursion/sports activity. Parents will have the opportunity to update medical information throughout the year using Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics activity form).

**C. RESTRICTIONS**

- (a) An appropriate and related program, including assessments, shall be planned for all students who do not participate in the excursion. Conversely all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion, without penalty.
- (b) The principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions in accordance with the minimum supervision ratios outlined in this document. Efforts should be made to include adults or older students who speak the languages of some of the students, especially when recent arrivals are among the group. See Procedures, Section G: Supervision.
- (c) The Board assumes no responsibility or liability for activities or events that do not comply with the requirements outlined in this document. Teachers shall not become involved in student activities or events that do not meet the requirements outlined in this document.
- (d) No Board employee shall engage in the distribution of any literature on school property or use any equipment or property of the Board to organize, promote or discuss any excursions that do not comply with the requirements outlined in this document or that have not been formally approved.
- (e) No Board employee shall use any forms, literature, or any documents that may indicate to the custodial parents or the students that unapproved excursions have been approved by the Board.

- (f) Any teacher or principal who becomes aware of an activity or event that has not been formally approved according to the requirements of this document shall make every effort to inform the students involved, and their custodial parents, that the Board does not assume any responsibility for such activity or event.

#### **D. RISK/LIABILITY**

- (a) Excursions involve risks and responsibilities different from those encountered in the classroom.
- (b) The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. The insurer responds to lawsuits that are brought against staff or volunteers who are supervising school events and activities approved by the principal, and provides protection up to \$20 million for each occurrence.

#### **E. MINIMUM RESPONSIBILITIES**

##### **E.1. For Principals** (See also Procedures, Section E.6: Superintendents of Education.)

- (a) At the beginning of the year, principals shall ensure that:
- a Student Data Verification Sheet is distributed to each student. This form should be completed by parents/guardians (or students aged 18 or over), and signed. Signed forms should be returned to the school so that changes can be entered into Trillium.
  - Form 511E: Medical Information for Excursions, has been obtained from parents, authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student. **Principals must ensure that the medical information is entered into Trillium.** The entering of this information into Trillium is a top priority, as this is a health and safety issue.
  - each parent/guardian receives a copy of the Parents'/Guardians' Responsibilities for Excursions (see Appendix F).
  - each parent receives a copy of Form 511K: Physical Education Information and Intramural Information/Permission.

The Student Data Verification Sheet and Form 511E: Medical Information for Excursions should be kept on file in the office. Form 511K should be returned to the Physical Education staff.

- (b) The principal shall make the decision to approve or not approve any excursion and/or participants (Form 511A: Request for Excursion Approval by Principal, or the appropriate athletics form) including those requiring additional approval from superintendents of education. External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education. (See Procedures, Section E.6: Superintendents of Education.)

- (c) For those excursions that require the additional approval of the superintendent of education, one month prior to the excursion, the principal shall submit Form 511B: Request for Excursion Approval by Superintendent, accompanied by 511A: Request for Excursion Approval by Principal as completed by the teacher, and 511C: Parent/Guardian Permission for Excursion. Note: Form 511B: Request for Excursion Approval by Superintendent must be submitted at least three months in advance for overnight excursions outside of the province, and at least six months in advance for overnight excursions outside of the country.
- (d) The principal or designate identified to the teachers shall be available by telephone, cellular telephone, or other wireless means of communication to teachers in case an emergency arises at any time during the excursion.
- (e) The principal shall keep with him or her at all times, as well as posting in the office:
- the phone number or contact information for the principal or designate; and
  - the excursion itinerary and phone numbers for the teacher while on the excursion.
- (f) The principal shall designate one certified teacher from the school as the teacher in charge of the excursion. The principal shall not designate an occasional teacher as teacher in charge of an excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the activity of the excursion.
- (g) The principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions, in accordance with the minimum supervision ratios outlined in this document. Efforts should be made to include adults or older students who speak the languages of some of the students, especially when recent arrivals are among the group. (See Procedures, Sections G.2 (f) and G.2 (p), for minimum supervision ratios.)
- (h) The principal shall make every effort to ensure that a signed Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletics form) is obtained for each student participating in an excursion.
- The principal and the teacher should consider holding parent information sessions when overnight excursions are planned, to outline the educational purpose, explain risks, and answer any questions.
- (i) The principal shall ensure that all supervisors are aware of relevant medical concerns for all participants.
- (j) The principal shall make every effort to approve all volunteers on excursions, including volunteer drivers.
- (k) The principal shall make every effort to inform volunteers about their responsibilities and about requirements for insurance as outlined in Procedures, Section E.3: Volunteers of this document.



- (l) The principal's signature is required on Form 511F: Principal Authorization for Volunteer Drivers to authorize volunteer drivers and their private vehicles for transportation of students on an excursion.
- (m) If the excursion involves the use of volunteer drivers, the principal shall ensure that Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletics form) includes specific information about the volunteer drivers and the vehicles being used, and that every effort is made to obtain consent for each excursion for students to travel in specified private vehicles with specific volunteer drivers. Note: All drivers must comply with any new Government regulations.
- (n) The principal shall ensure that contingency planning is part of every excursion. (See Procedures, Section L.1: Contingency Planning.) A formal contingency plan (Form 511G: Formal Contingency Plan) is part of every high-care or overnight excursion (except excursions to Board Outdoor Education Schools scheduled by the Coordinator of Outdoor Education, and overnight interschool athletics excursions) and must be approved by the appropriate superintendent.
- (o) The principal shall ensure, wherever possible, that supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).
- (p) Wherever possible, supervisors on an excursion shall carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cellphones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the excursion.
- (q) The principal shall take into consideration:
- if a student has a serious medical condition; and/or
  - the administration of medication is too complicated; or
  - a student has engaged in serious misconduct, including breach of the school Code of Behaviour and/or the Code of Behaviour for Athletes,
- to determine whether a student participates in an excursion.
- (r) The principal shall ensure that one copy of all appropriate approved forms are on file in the school until at least the end of June of the school year following the school year in which the excursion takes place. This includes Form 511A: Request for Excursion Approval by Principal and other forms, if appropriate (Form 511B: Request for Excursion Approval by Superintendent of Education; all signed 511C: Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class excursions, the appropriate signed forms; and other forms pertinent to the excursion).
- (s) The Principal shall ensure that all teachers participating in the excursion receive a copy of the Excursions Operational Procedures.

## E.2. For Teachers

- (a) The teachers participating in an excursion must be familiar with the content of the Excursions Operational Procedures.
- (b) The teacher shall ensure that each excursion has an educational purpose with curricular relevance that is clearly identified to the students and their custodial parents.
- (c) The teacher shall complete and submit to the principal for approval Form 511A: Request for Excursion Approval by Principal (or appropriate athletics form). For those excursions that require the additional approval of the superintendent of education, at least one month prior to the excursion, the teacher shall submit to the principal Form 511B: Request for Excursion Approval by Superintendent, accompanied by 511A: Request for Excursion Approval by Principal as completed by the teacher, and 511C: Parent/Guardian Permission for Excursion. Note: Form 511B: Request for Excursion Approval by Superintendent must be submitted at least three months in advance for overnight excursions outside of the province, and at least six months in advance for overnight excursions outside of the country.
- (d) External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education.
- (e) The teacher shall ensure that contingency planning is part of every excursion. (See Procedures, Section L.1 Contingency Planning.) A formal contingency plan (Form 511G: Formal Contingency Plan) is part of every high-care or overnight excursion (except excursions to Board Outdoor Education schools scheduled by the Coordinator of Outdoor Education, and overnight interschool athletics excursions) and must be approved by the principal and the appropriate Superintendent.
- (f) The teacher shall ensure, wherever possible, that supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).
- (g) The teacher shall inform the principal of alternate plans for supervision in case one or more supervisors are unable to attend the trip.
- (h) The teacher shall make every effort to inform students, and custodial parents, of details of the excursion, including costs, deposits, refunds, non-refundable costs, behavioural expectations, and any risks associated with the excursion, in Form 511C: Parent/Guardian Permission for Excursion.

The teacher, in consultation with the principal, should consider holding parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions.

In exceptional circumstances, excursion dates and times may change. The teacher shall make every effort to inform custodial parents of these changes.

- (i) The teacher shall make every effort to inform custodial parents in writing through Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) of the names of any volunteer drivers participating in the excursion, and specific information about the volunteer drivers' vehicles.
- (j) If the excursion involves the use of volunteer drivers, the teacher shall make every effort to ensure that consent is obtained for each excursion for students to travel in specified private vehicles with specific volunteer drivers. (See Procedures, Section E.3: Volunteers.) See Form 511F: Principal Authorization for Volunteer Drivers.

\*Note: All drivers must comply with any new Government regulations.

- (k) The teacher shall make every effort to inform parents in writing through Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) that they will be responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the school's Code of Behaviour, or the Code of Behaviour for Athletes, during the excursion. This could include costs for transportation home or for damages resulting from misconduct.
- (l) Where practical, teachers will provide custodial parents with a cover statement in the student's first language, or the parent's first language where different, describing the contents and importance of all forms and any other written communication regarding the excursion. If this is not practical, teachers shall provide custodial parents with a standard letter that indicates that the attached forms are important and should be translated.
- (m) The teacher shall arrange an appropriate and related program, including any assessments, for all students who do not participate in the excursion. Conversely, all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion, within a reasonable time after the excursion, without penalty.
- (n) The teacher shall be aware of the details of all medical and emergency care information for all participants prior to any excursion. See Student Excursion Report (Trillium).
- (o) The teacher in charge shall inform all supervisors of relevant medical concerns for all participants and expected interventions.
- (p) The teacher shall ensure that participants have the appropriate visa, proof of citizenship, passports, Ontario Health Card number, and out-of-country health/accident/travel insurance requirements, as required, for each student and staff member for all out-of-country excursions. The teacher will check the Consular Affairs Web site ([www.voyage.gc.ca](http://www.voyage.gc.ca)) for specific requirements for the destination.
- (q) Where the child is subject to a custody order, the consent of both parents is recommended if there is joint custody.

- (r) The teacher shall arrange and supervise all aspects of transportation required for the excursion, including specialized transportation, when appropriate, for students with special needs.
- (s) The teacher shall submit to the principal one copy of all appropriate approved forms to be kept on file in the school until at least the end of June of the school year following the school year in which the excursion takes place. This includes Form 511A: Request for Excursion Approval by Principal and other forms, if appropriate (Form 511B: Request for Excursion Approval by Superintendent of Education; all signed 511C: Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class excursions, the appropriate signed forms; and other forms pertinent to the excursion).
- (t) In the case of a Board-organized excursion, centrally assigned staff shall assume the responsibility of the teacher, as approved by the department's immediate supervisor (with the exception of interschool athletics meets/games/championships where teachers assume their normal role).
- (u) The teacher in charge shall carry the Student Excursion Report (Trillium) on every excursion.
- (v) Wherever possible, supervisors on an excursion shall carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cellphones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the excursion.
- (w) Wherever possible, all supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

### **E.3. For Volunteers**

- (a) Volunteers shall adhere to the policies and practices of the Board, and shall work under the supervision of the principal and teachers from the school or under the central department staff for the duration of all excursions.
- (b) Volunteers shall adhere to the procedures of the Board relating to volunteers, including police reference checks. Volunteers who on a casual basis assist with a variety of activities or day excursions may not require a police reference check. Please refer to the Volunteer Protocol Regarding Police Reference Checks. Volunteers who accompany students on an overnight or multi-day excursion for the purpose of assistance with supervision must have a police reference check. Whenever possible, the principal should maintain a list of "approved" volunteers.

- (c) Volunteers who agree to transport students in private vehicles for an excursion are required to complete a Form 511F: Principal Authorization for Volunteer Drivers. The principal shall make the decision to authorize or not authorize the volunteer driver and vehicle.

\*Note: All drivers must comply with any new Government regulations.

- (d) Volunteer drivers shall have the following current insurance coverage on any vehicle used to transport students for the excursion:
- Motor Vehicle Liability, with a limit on liability of at least \$1,000,000;
  - Accident Benefit;
  - Uninsured Automobile.

#### E.4. For Students

- (a) Teachers shall review the information about Students' Responsibilities on Excursions with students at the beginning of the school year. This information is in Appendix G, and also in the student planner/handbook. For interschool athletics, students will also receive a copy of the Code of Behaviour for Athletes found in the respective constitutions.
- (b) Students shall adhere to the Board's Safe Schools Policy and the school's Code of Behaviour, and for interschool athletics, the Code of Behaviour for Athletes, for the duration of all excursions. Students who fail to adhere to the Safe Schools Policy, the Code of Behaviour, or the Code of Behaviour for Athletes, while on excursions will be subject to the same consequences as if the students were in attendance at school during regular school hours.
- (c) While on excursions, and while travelling to and from excursions, students will continue to be responsible for their conduct to the principal. Students shall comply with their obligations under section 23 of Regulation 298 of the *Education Act*, including the following:
- exercising self-discipline;
  - accepting such discipline as would be exercised by a kind, firm, and judicious parent;
  - being courteous to fellow pupils and obedient and courteous to teachers;
  - being clean in person and in habits; and
  - showing respect for school property.
- (d) Students shall adhere to Board policy that prohibits tobacco, the use of alcohol, and the non-medical use of drugs at all school activities, whether they take place inside school or off school property on excursions.
- (e) Students are expected to be prepared for the excursion and adhere to excursion expectations.
- (f) Students shall follow the directions of teachers and other supervisors during the excursion.

- (g) A student who participates in an excursion is expected to complete, without penalty, any assignments and assessments missed in any subject due to the excursion, within a reasonable time after the excursion, as determined by the student's teachers.

**E.5. For Parents**

- (a) At the beginning of the school year, all custodial parents shall be provided with a copy of Parents'/Guardians' Responsibility for Excursions (see Appendix F).
- (b) Custodial parents of students under the age of 18 who wish their child to participate in an excursion are required to provide consent for each excursion by completing and returning to the teacher a Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form). Students aged 18 and over may sign Form 511C (or the appropriate athletics form) on their own behalf; however, it is strongly recommended that the custodial parents of such students also sign the form.
- (c) Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) will contain information about the nature and purpose of the excursion, any special risks or unusual activities, locations, dates and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, any other information that could have some bearing on whether the parent would give or withhold consent, a request to update relevant medical or emergency information, and a reminder that student accident insurance may be purchased.
- (d) Every effort shall be made to advise custodial parents of any volunteer drivers participating in the excursion, and to provide them with specific information about the volunteer drivers' vehicles. Every effort shall be made to obtain written informed consent from the custodial parents in order for the student to ride with a specific volunteer driver.
- (e) Custodial parents (or the student, where the student is aged 18 or over) who wish their child to participate in an excursion are required to indicate if there is any medical reason why their child should not participate in the activity, or that may lead him/her to require special attention during the activity.

For overnight excursions only, parents shall complete another Form 511E: Medical Information for Excursions authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student. Overnight Interscholar Athletics excursions within the province do not require an additional Form 511E: Medical Information to be completed.

This medical information shall be requested annually by the school, and custodial parents are expected to provide the school with any relevant information or changes throughout the school year.

- (f) Custodial parents are expected to ensure that their child is prepared appropriately for the excursion.

- (g) Custodial parents are responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the Board's Safe Schools Policy or the school's Code of Behaviour, or for interschool athletics, the Code of Behaviour for Athletes. This could include lost deposit fees, costs for transportation home, or for damages resulting from misconduct.

**E.6. For Superintendents of Education**

- (a) The superintendent of education shall make the decision to approve or not approve the following types of excursions:
  - (i) excursions beyond the Greater Toronto Area (as defined as the City of Toronto and the regional municipalities of Durham, Halton, Peel, and York);
  - (ii) excursions involving high-care activities, those types of activities that involve increased risk and/or special safety considerations, along with one or more of the following:
    - (A) multiple risks, e.g., weather;
    - (B) occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Coordinator of Outdoor Education, or travel on large water vehicles used for public transportation); or
    - (C) require special qualifications or certification for supervision; or
    - (D) take place away from easy access to first aid.

\*Note: Higher-Risk Sports as listed in the Physical Education Interschool Athletics Safety documents in interschool athletics are not considered to be high-care activities/excursions. (See also Appendix C: High-Care Activities.)
  - (iii) overnight excursions (not including excursions to TDSB Outdoor Education schools scheduled by the Coordinator of Outdoor Education or overnight excursions for OFSAA secondary school athletics competitions which will be approved en masse);
  - (iv) out-of-province excursions, including day trips to New York State;
  - (v) excursions involving activities not listed in curricular and related safety documents;
  - (vi) excursions on days not identified as instructional days on the approved school year calendar or in the summer;

- (vii) excursions where the service provider requires the parent or the student to sign waiver or release forms;

External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education.

- (b) One month prior to the excursion, principals should submit Form 511B: Request for Excursion Approval by Superintendent, accompanied by Form 511A: Request for Excursion Approval by Principal and Form 511C: Parent/Guardian Permission for Excursion. Note: Form 511B: Request for Excursion Approval by Superintendent must be submitted at least three months in advance for overnight excursions outside of the province, and at least six months in advance for overnight excursions outside of the country.
- (c) The department's immediate supervisor/coordinator shall make the decision to approve or not approve Board-initiated activities, including interschool athletics events sanctioned by the Board, and excursions to TDSB Outdoor Education schools scheduled by the Coordinator of Outdoor Education, and excursions organized by other centrally assigned coordinators.

## **F. APPLICATION AND APPROVAL**

- (a) The written informed consent of custodial parents shall be obtained for all excursions, using Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form). Students aged 18 and over may consent on their own behalf. Where the written informed consent of custodial parents cannot be obtained, the student shall be excluded from the excursion unless the principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate, has verbal permission from the custodial parents, and the activity is not high-care, overnight, or outside the Greater Toronto Area (GTA).

Parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions, will ensure that informed consent is obtained.

In exceptional circumstances, excursion dates and times may change. The teacher shall make every effort to inform custodial parents of these changes.

- (b) Custodial parents (or the student, where the student is aged 18 or over) who wish their child to participate in an excursion are required to indicate if there is any medical reason why their child should not participate in the activity, or which may lead him/her to require special attention during the activity.

For overnight excursions only, parents shall complete another Form 511E: Medical Information for Excursions authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student.

Overnight Interschool Athletics excursions within the province do not require an additional Form 511E: Medical Information to be completed.



- (c) The principal shall make the decision to approve or not approve any excursion and participants, including those requiring additional approval from superintendents of education. The principal may wish to consult the superintendent of education or centrally assigned teachers before making a decision.
- (d) Approval for Board-initiated activities, including interschool athletics events sanctioned by the Board, and excursions to TDSB Outdoor Education schools scheduled by the Coordinator of Outdoor Education, and excursions organized by other centrally assigned coordinators, shall meet the requirements of this Excursion Policy, except that superintendent approval comes from the department's immediate supervisor. For these excursions (with the exception of the interschool athletics games/tournaments/events), teachers' responsibilities are assumed by the centrally assigned teachers approved by the appropriate superintendent.  

Approval for excursions to TDSB Outdoor Education schools as scheduled by the Coordinator of Outdoor Education is based on the regular booking process through the principal and involves only parent consent as received through Outdoor Education forms.
- (e) Approval for excursions shall be required in accordance with the approval levels as shown on Appendix A: Summary of Approval Requirements (excluding Physical Education/Athletics), Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics.
- (f) Exceptions to these timelines will be considered on an individual basis at the superintendent of education's discretion, e.g., OFSAA competitions.
- (g) No monies shall be collected prior to the full approval of the principal and/or superintendent of education.
- (h) High-care activities, and other activities not specifically listed in the curriculum or related safety documents, shall be submitted to the superintendent of education for approval prior to school participation. (See Appendix C: High-Care Activities.)
- (i) Any excursion or activity that is not approved by the principal as part of the school program shall not be promoted or organized during school hours or in association whatsoever with the school or Board. The teacher shall not become involved in excursions or activities that have not received the requisite approvals.
- (j) Board-organized excursions shall comply with the same standards of curricular relevance to particular students' individual programs as those excursions organized by the school.

F.1. Excursions within Walking Distance of the School

Principals have the option of using the: Form 511H: Walking Excursion Form – Immediate Community, to cover non-high-care curricular activities in instructional time within walking distance of the school. Appropriate supervision shall be approved on a case-by-case basis by the principal. Where possible, the teacher and

principal will notify parents/guardians of the activity, location, date, and time through newsletters, Web sites, or notes in school planners/agendas.

F.2. Series of Scheduled Events or Class Activities

Where the excursion involves a series of related or repeated events or activities to the same destination or for the same purpose, the teacher shall prepare a schedule of activities and a single Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletics form). For interschool athletics, a league/tournament schedule included with Form 511I or 511J: Elementary/Secondary Interschool Athletics Tryout/Participation will suffice instead of 511C.

F.3. Non-Sanctioned Excursions

- (a) Certain excursion activities will not be approved, as they are deemed to be unsafe because of high or multiple risk factors. Examples of such activities include, but are not limited to: whitewater canoeing; whitewater rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at private or non-regulated pools, rivers, or lakes; hot-air balloon rides; scuba diving; and snorkelling.

\*Note: Scuba diving and snorkelling can occur in a curricular class setting, with proper supervision ratios, under the direction of staff with appropriate qualifications/certifications.

- (b) Trips that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, will not be considered or approved. Examples of such activities include but are not limited to trips to amusement parks that involve large groups of students on their own for the day to enjoy rides.

F.4. Commercial Excursions, Out-of-Country Excursions, and Student Tours

- (a) For any commercial excursion, out-of-country excursion, or student tour, the teacher shall complete and submit to the principal a Form 511A: Request for Excursion Approval by Principal and, if appropriate, Form 511B: Request for Excursion Approval by Superintendent of Education at least six months prior to the excursion.
- (b) The principal shall check with the Department of Foreign Affairs and International Trade Canada before proceeding with out-of-country excursions, and follow the recommendations of the Department. The Travel Information number to call for issues related to security and safety of travellers is 1-800-267-6788. The Web site is <[www.voyage.gc.ca](http://www.voyage.gc.ca)>.
- (c) The teacher shall report any changes to the excursion plan, including the time or point of departure, destination, or addresses, to the superintendent of education as early as possible, in advance of the excursion.

- (d) Commercial excursions, out-of-country excursions, and student tours shall be arranged through a travel agent or travel wholesaler duly registered under the Ontario *Travel Industry Act*.
- (e) The teacher shall confirm that the travel agent or travel wholesaler is duly registered under the *Travel Industry Act* by obtaining its registration number, either directly from the travel agent or travel wholesaler, or by contacting the Registrar appointed under the *Travel Industry Act*.

All travel agents must possess a licence issued by the Travel Industry Council of Ontario (TICO). Contact TICO to verify the authenticity of such licences. The phone number for TICO is 1-888-451-6426, and the Web site is <www.tico.on.ca>.

- (f) Staff and students participating in a commercial excursion, out-of-country excursion or student tour shall be covered by an insurance package that includes the following types of insurance (where applicable):
  - repatriation;
  - cancellation;
  - health;
  - baggage;
  - accident.
- (g) All excursion contracts must contain the following clause: “Despite any other agreement, oral or written between the parties, the agent will fully refund within 30 days all monies paid for hotel, flight, transportation, deposits, or other services if the principal of the school notifies the agent that, in the opinion of the Board, it is unsafe for the trip to proceed” unless permission is obtained from the superintendent of education, in which case the Principal shall make the students and their custodial parents aware in writing on Form 511C: Parent/Guardian Permission for Excursion of the travel agency’s or travel wholesaler’s policy regarding refunds.
- (h) In the case where the deposit is non-refundable, the custodial parents/students must agree that the Board is not liable for the loss of deposit.
- (i) Travel agencies or travel wholesalers who arrange for transportation shall ensure that such transportation complies with the Board insurance requirements. Tour companies shall contact the Board Transportation Department for information about the most recent insurance requirements.
- (j) All cheques for payment of students’ travel costs should be made payable directly to the travel agency or travel wholesaler. Cheques shall not be made payable to the teacher, the school, or the Board. However, the teacher may act as a conduit by collecting cheques and forwarding them to the travel agency or travel wholesaler.
- (k) The teacher shall ensure that all notices and/or advertisements for the excursion identify the registered travel agent or travel wholesaler through whom travel arrangements are being made. All notices and/or advertisements

shall also include the registration number of the travel agent or travel wholesaler.

- (l) Where the teacher or other organizer fails to utilize a registered travel agent or travel wholesaler as required by this document, the protection afforded by the Compensation Fund will not be available in respect of the excursion.

## **G. SUPERVISION**

### **G.1. Principles of Supervision**

- (a) All activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.
- (b) Supervisors should be aware of, and incorporate, the three categories of supervision set out in the TDSB Physical Education/Outdoor Education Elementary and Secondary Curriculum/Interschool/Intramural Safety documents, including:
  - (i) Constant visual: The supervisor is physically present, watching a single activity.
  - (ii) On-site/In-sight: The supervisor is present, but not necessarily constantly viewing a single activity.
  - (iii) In-the-area: The supervisor may be in one area while activity is taking place in another area nearby.
- (c) Supervisors of athletics activities shall adhere to the designated level of supervision as stipulated in the appropriate safety documents. (See Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics and appropriate safety documents.)
- (d) Supervisors should exercise their discretion in determining the appropriate level of supervision during an excursion, having regard to the following factors, among others:
  - (i) the risk level of the activity;
  - (ii) nature of the destination and/or travel;
  - (iii) safety gear;
  - (iv) the participants' special needs, skill level; competence and capacity;
  - (v) the participants' ages and maturity.
- (e) Additional supervision may be advisable where a student's exceptionality warrants.

- (f) The supervisor shall make students aware of the rules and safety considerations of any activities engaged in during the excursions. Rules may be modified to suit the age and physical abilities and exceptionalities of the students, but once made, they shall be strictly enforced.
- (g) Where appropriate, students and supervisors shall receive safety briefings regarding the use of emergency gear and emergency procedures in advance of the excursion.
- (h) The supervisor shall be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready or not able to perform.
- (i) The supervisor shall provide for a mandatory “buddy system” so that student numbers can be determined quickly in the event of an emergency.

G.2. General Guidelines Regarding Supervision

- (a) When supervising students on excursions, teachers and other school authorities shall comply with the common-law standard of care of a reasonably careful or prudent parent in the circumstances.
- (b) In monitoring excursions, the Board and its agents shall comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students, and ensure that every activity is conducted in accordance with the *Education Act* and related regulations.
- (c) In approving and supervising excursions, principals shall comply with their statutory duties, including the duty to maintain proper order and discipline in the school, give assiduous attention to the health and comfort of the students, supervise instruction in the school, provide for the supervision of any school activity authorized by the school board, and report promptly any neglect of duty or infraction of school rules by a student to the custodial parents.
- (d) In planning and supervising excursions, teachers shall comply with their statutory duties, including the duty to teach diligently and faithfully the classes or subjects assigned to the teacher by the principal; encourage students in the pursuit of learning; encourage the highest regard for truth, justice, loyalty, and other virtues; maintain proper order and discipline in the classroom and on the school ground; be responsible for effective instruction, training, and evaluation; ensure that all reasonable safety procedures are carried out; and co-operate with the principal and other teachers to establish and maintain consistent disciplinary practices.
- (e) For non-athletic activities, the principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions, in accordance with the minimum supervision ratios outlined in this document. (See Procedures, Section G.2 (p), for minimum supervision ratios.)
- (f) Where the excursion involves physical education or interschool athletics, the minimum supervision ratios for the specific activity must be obtained from the Physical Education/Outdoor Education Elementary and Secondary Curricular

Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents, and the lowest ratio must be adhered to.

- (g) Efforts should be made to include adults or older students who speak the languages of some of the students, especially when recent arrivals are among the group. (See Procedures, Section G.2 (p), for minimum supervision ratios.)
- (h) The following individuals, provided they are 18 years of age or over, may be designated by the principal as supervisors on an excursion: principals, vice-principals, teachers, education staff, and parent and community volunteers.
- (i) Elementary and middle schools may use senior high school students as assistants on excursions at the discretion of the principal, but these students must be used as assistants only, and not as excursion supervisors.
- (j) For interschool athletics events, teachers, long-term occasionals, principals, and vice-principals employed by the TDSB, and retired TDSB teachers who are in good standing with the Ontario College of Teachers, are eligible to coach, subject to the approval of the principal.

Employees of the TDSB who are not teachers, and persons not employed by the TDSB (“community coaches”), may coach subject to the approval of the principal, provided they meet criteria for coaching eligibility and are under the direct supervision of a teacher/administrator (“staff supervisor”) who is employed by the TDSB.

- (k) Volunteers shall adhere to the procedures of the Board relating to volunteers, including criminal records checks. Volunteers who on a casual basis assist with a variety of activities (e.g., volunteer drivers) do not require a Criminal Records Check. Volunteers who accompany students on an excursion for the purpose of assistance with supervision must have a Criminal Records Check. (See Procedures, Section E.3: Volunteers.)
- (l) The principal shall designate one certified teacher from the school as the teacher in charge of the excursion.

The principal shall not designate an occasional teacher as the teacher in charge of an excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the activity of the excursion.

- (m) All overnight excursions shall be supervised by at least two adults, including at least one teacher from the school. For excursions that include students from more than one school, and it is not practical to have a teacher from each school, one teacher shall be designated responsible.
- (n) If an overnight excursion involves students of both genders, then adults of both genders shall supervise the excursion.
- (o) The principal shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.

- (p) The principal shall ensure that the following minimum supervision ratios are met for each excursion:

Minimum Supervision Ratios (for a maximum group size of 30 students)		
Grade Levels	Day Excursions	Overnight Excursions
JK–K	Three adult supervisors per group	Not recommended
1–3	Two adult supervisors per group	Not recommended for Grade 1 (Special permission of superintendent of education required for Grades 2 or 3; four adult supervisors per group)
4–8	Two adult supervisors per group	Two adult supervisors per group
9–2	One adult supervisor per group	Two adult supervisors per group

- (q) The principal may grant exceptions to these supervision ratios only for excursions within walking distance of the school.
- (r) The superintendent of education may grant other exceptions to the supervision ratios and standards.
- (s) Relevant considerations for the principal or the superintendent of education in exercising his or her discretion to increase supervision ratios, in the chart above or in the relevant Physical Education Safety Document, may depend on:
- (i) the nature of certain destinations;
  - (ii) the nature of the activity;
  - (iii) whether students with special needs and exceptionalities will be participating;
  - (iv) the competence and capacity of the students involved;
  - (v) the age of the students;
  - (vi) whether athletic teams are involved;
  - (vii) whether excursions are Board initiated and/or involve students from different schools, e.g., Student Environmental Network, music camp, etc.;
  - (viii) whether excursions to TDSB Outdoor Education day centres where additional supervision is provided would otherwise be cancelled;
  - (ix) whether the activities require supervisors to have specific training and/or certification in order to supervise and instruct the activity. Examples of these activities include but are not limited to activities such as canoeing, kayaking, sailing, swimming, dragonboat racing, wall-ascending lines, bouldering, challenge courses climbing, skiing, snow tubing, camping, horseback riding, and rock climbing. See the Physical Education/ Outdoor Education Elementary and Secondary Curricular Safety

documents, or the Physical Education Elementary and Secondary Interscholastic Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents for complete listings and certification requirements.

## **H. WAIVERS**

From time to time, organizations may require the participants in an excursion to complete a waiver and/or release forms prior to participating in the excursion activities. Generally speaking, these forms contain legal language releasing the organization and its officers, directors, agents, and employees from any and all liability. Where an organization requests that a waiver and/or release form be signed, the teacher in charge of this excursion shall submit the forms to the superintendent of education, prior to the excursion, for his or her approval. External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education.

## **I. BILLETING**

- (a) The principal shall approve, in advance, any billeting arrangements. Billeting students has been used in the past as a means of reducing costs for excursions, as well as allowing students to meet new people in different cultural situations.
- (b) The teacher in charge of an excursion involving billeting shall make every effort to ensure that students are entering a safe and secure environment, for example, through consultation with the principal of the hosting school and through host parent meetings.
- (c) Every effort shall be made to billet students in groups of two.
- (d) The teacher in charge shall include information about the accommodation and/or billeting arrangements on Form 511C: Parent/Guardian Permission for Excursion, including:
  - the name of the individual with whom the student will be billeted;
  - contact information, including the telephone number and address, of the individual with whom the student will be billeted;
  - whether any other students will be billeted with the student; and
  - any other pertinent information regarding the individual with whom the student will be billeted.
- (e) Individuals billeting TDSB students must have children attending in the school that is hosting or sponsoring the event. Exceptions must be approved by the superintendent of education.

## **J. TRANSPORTATION (Reference Board Policy P.020 TRA: Transportation of Students)**

- (a) Acceptable means of transportation for students participating in excursions may include:
  - buses and vans owned or hired by the TDSB;



- transit authority and licensed government and commercial public carriers, vehicles, and vessels;
  - taxis;
  - privately owned vehicles;
  - other forms of transportation approved by the superintendent of education.
- (b) Students may make alternate travel arrangements to and from an excursion with approval from the teacher and prior written permission from the custodial parents.
- (c) Students should receive full safety briefings regarding the use of emergency gear and emergency procedures, possibly from the transportation provider, in advance of the excursion.
- (d) Insurance information shall be obtained for vehicles used in the excursion, regardless of the mode of transportation (i.e., commercial or volunteer).
- (e) The principal shall ensure that a signed Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletic form), including specific information about the volunteer drivers and the vehicles being used, is obtained for each student for the excursion. If the excursion involves the use of volunteer drivers, these volunteers are required to complete Form 511F: Principal Authorization for Volunteer Drivers. The principal shall make the decision to approve or not approve this form.
- (f) Consent should be obtained for each excursion for students to travel in specified private vehicles with specific volunteer drivers.

J.1. Boat and Air Transportation

- (a) Whenever a commercial boat or ship not operated by a government agency is included as part of an excursion within Ontario, the teacher shall contact Marine Safety, Transport Canada, Ontario Region, 416-954-8926, to determine if the vessel has passed inspection for the current year. This does not apply to the Toronto Island Ferry.
- (b) For excursions involving boating activities, the boat operator shall be notified of the number of students under 40 kilograms, as these students will require a child's lifejacket. The excursion shall not proceed if the boat does not have the requisite number of proper-fitting lifejackets for all adults and students, as well as any other necessary lifesaving equipment.
- (c) Air travel and sightseeing must be taken only on planes licensed to operate commercial passenger and sightseeing flights. The pilot must be commercially licensed.

J.2. Use of Buses and Vans

- (a) The preferred method of transportation for students on excursions is by buses or vans owned and or hired by the TDSB.
- (b) Bus carriers shall be selected from the list of pre-approved carriers prepared and issued annually by the TDSB Transportation Department.

- (c) A teacher from the school shall supervise students on a bus or van during all school-organized excursions. The principal may delegate to a team coach or other responsible adult the responsibility of supervision of students on a bus or van.
- (d) In situations where a bus or vehicle owned or hired by the TDSB is used to transport students during an excursion, the teacher shall make and carry a list of the students, along with the Student Excursion Report (Trillium), on each vehicle. Where possible, the list should include the licence/identification number of each vehicle. Where the excursion is out-of-province or includes high-care activities, then applicable health information (including insurers' phone number) should be carried.
- (e) When the excursion goes beyond the GTA if travelling by bus, the teacher shall also carry a seating plan.

### J.3. Tour Companies

Tour companies that utilize their own carriers shall meet the TDSB insurance requirements for pre-approved carriers. Tour companies should be instructed to contact the TDSB Transportation Department for the most recent insurance requirements.

### J.4. Volunteer Drivers Using Vehicles or Another Licensed Automobile

- (a) Volunteer drivers are individuals, authorized by the principal, who have agreed to transport students using their own or another licensed automobile that meets the requirements of the TDSB, as outlined on the Form 511F: Principal Authorization for Volunteer Drivers. The teacher in charge of the excursion is expected to ensure that these forms are completed and submitted to the school principal for authorization.
- (b) Volunteer drivers shall hold a minimum of a valid Ontario Class G2 or better licence.
- (c) Child Seating and Restraint Systems (Car Seats, Booster Seats)
  - (i) Child seating and restraint systems are mandatory as follows when transportation is by minivan, car or taxi:  
  

Car Seats (forward-facing) are to be used for children weighing between 9 and 18 kg (20 to 40 lbs)

Booster Seats are to be used for children weighing from 18 to 36 kg (40 to 80 lbs), less than 145 cm (4 feet, 9 inches) tall and up to 8 years old. Booster seats must be used with both the lap and shoulder belt combination.
  - (ii) Principals may not authorize volunteer drivers for these students unless each student has the appropriate child seating.

- (iii) Where this is not possible, alternative transportation such as TTC or school bus should be used.
- (d) Seatbelts When a child meets any one of the following criteria, a seatbelt alone may be used:
  - eight years of age and older;
  - 36 kg (80 lbs) or more;
  - 145 cm (4 feet, 9 inches) or taller.

Child Seating and Restraint Systems Update: June 2005

The Ontario government's Bill 73, *An Act to Enhance the Safety of Children and Youth on Ontario's Roads*, was passed on December 6, 2004. Police officers will begin charging individuals as of September 2005. The legislation applies to private vehicles. Therefore, school principals must ensure that if students are being transported in a private vehicle and meet the requirements in section J.4(c)(i), that the legislation is followed. The Ministry of Transportation has not yet clarified issues of funding for this initiative in school boards. Requirements for taxis and other commercial vehicles is also to be determined.

(e) Student Driver Using Private Vehicle

- (i) Student drivers using a private vehicle to drive themselves shall hold a valid Ontario Class G2 or better Licence.
- (ii) Student drivers shall have a valid Ontario Motor Vehicle Ownership certified in their own name, or a signed consent from the owner of the vehicle, in order to use private vehicles for their own personal transportation for an excursion. Such permission should be included in Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form).
- (iii) A student at the school may apply to volunteer as a driver, provided the student holds a valid Ontario Class G2 or better licence and carries the necessary insurance (see Procedures Section J.4 (d) ii):
  - Motor Vehicle Liability, with a limited on liability of at least \$1 million;
  - Accident Benefit;
  - Uninsured Automobile.
- (iv) A student volunteer driver shall complete the Form 511F: Principal Authorization for Volunteer Drivers and submit it to the teacher for principal approval in advance of the excursion.
- (v) The principal, in his or her discretion, may refuse to permit a student to act as a volunteer driver if, in the opinion of the principal, it would be unsafe or otherwise inappropriate.

\*Note: All drivers must comply with any new Government regulations.

- (f) Personal Automobile Insurance Coverage
- (i) Volunteers and TDSB employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.
  - (ii) Ontario legislation makes automobile insurance compulsory in the Province of Ontario. Volunteer drivers shall have the following current insurance coverage on any vehicle used to transport students for the excursion:
    - Motor Vehicle Liability, with a limited on liability of at least \$1 million;
    - Accident Benefit;
    - Uninsured Automobile.
  - (iii) Ontario 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 that is not owned by the TDSB is being operated by a volunteer or any other TDSB 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 TDSB non-owned auto policy.
  - (iv) There is no coverage provided by the TDSB's insurance for damage to a volunteer's or employee's vehicle while they are being operated for TDSB activities.
  - (v) 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 he or she was riding.

J.5. Educational Staff Renting Vehicles

- (a) Vehicles being rented by educational staff for TDSB excursions shall be rented in the name of the TDSB.
- (b) The full insurance coverage offered by the rental company is to be purchased, including:
  - Motor Vehicle Liability, with a limited on liability of at least \$1,000,000;
  - Accident Benefit;
  - Uninsured Automobile.
- (c) The driver shall provide proof of a licence required to operate the specified vehicle rented.
- (d) Booster Seats Section J.4 (c) above also applies to educational staff renting vehicles.

J.6. Educational Staff Using Board Vehicles

- (a) The driver shall provide proof of a licence required to operate the specified vehicle being used.
- (b) Booster Seats Section J.4 (c) above also applies to educational staff using Board vehicles.

J.7. Student Identification for Transport

- (a) All students are expected to carry with them identification, including home, emergency, and school telephone numbers. When travelling on public transit, students in Grades K–6 should also carry the address of the excursion venue and the correct transit stop.
- (b) In situations where a bus or vehicle owned or hired by the TDSB is used to transport students during an excursion, the teacher shall make and carry a list of the students along with the Student Excursion Report (Trillium) on each vehicle. Where possible, the list should include the licence/identification number of each vehicle. Where the excursion is out-of-province or includes high-care activities, then applicable health information (including insurers' phone number) should be carried.
- (c) When the excursion goes beyond the GTA if travelling by bus, the teacher shall also carry a seating plan.
- (d) The principal shall retain a copy of the above-mentioned lists in the school. The teacher in charge of the excursion shall also carry a copy of these lists. Finally, the supervisor of each bus or vehicle unit shall carry a copy of these lists.

J.8. Travel in Inclement Weather

- (a) From time to time, weather conditions may make travel hazardous, particularly on the highway. For information on road conditions, call 416-235-4686; for information on weather conditions, call 416-661-0123; or view Environment Canada's Official Canadian Text Forecasts for Southern Ontario at [weatheroffice.ec.gc.ca/forecast/textforecast\\_e.html?Bulletin=fpcn11.cwto](http://weatheroffice.ec.gc.ca/forecast/textforecast_e.html?Bulletin=fpcn11.cwto), or the Weather Network Web site at [www.theweathernetwork.com](http://www.theweathernetwork.com), or by viewing the Weather Network channel.
- (b) The teacher in charge has the ultimate responsibility for the safety of the students, and shall make a decision in these circumstances whether to proceed or not proceed with the excursion. Where possible, a check must be made for travel or weather advisories.
- (c) The TDSB will cover any costs associated with the cancellation or delay of the excursion.

J.9. Transportation of Excursion-Related Equipment and Supplies

The transportation of excursion-related equipment and supplies shall be done in accordance with the safety requirements of the approved carrier.

J.10. Public Transportation

- (a) Public transportation may be an acceptable alternative to a TDSB bus.
- (b) The Toronto Transit Commission (TTC) may provide special supervision for school classes using their services. To inquire about or arrange for such special supervision, the teacher in charge should contact the Toronto Transit Commission Public Relations Office at least one week in advance of the excursion, and advise them of:
  - the date and time of the excursion;
  - the origin, destination, and route; and
  - the number of students in the group and the grade levels involved.
- (c) TTC special supervision can normally only be arranged during off-peak hours.
- (d) Student groups larger than 35–40 should stagger their travel times or make alternative travel arrangements.
- (e) If the student group includes students who do not have TTC student identification cards, the teacher in charge should contact the TTC to obtain a group identification card for the excursion.
- (f) When TTC services are used, an adult supervisor shall travel with all students, K–8 inclusive, to the excursion location, and return to the school . Students at the Grades 7, 8, levels may be dismissed from the venue, or the appropriate transit stop, provided prior written informed consent from custodial parents has been obtained.
- (g) When TTC services are used, students in Grades 9 , 10, 11, or 12 may travel to and from the excursion venue without adult supervision, provided prior written informed consent from custodial parents has been obtained. When travelling without adult supervision, students should be encouraged to travel with a “buddy.” When students are travelling together in a group of eight or more, they should be accompanied by an adult supervisor where possible  
\*Note: principals always have the option to require adult supervision for student travel on the TTC .
- (h) Principals shall make individual assessments of the students to ensure that travel arrangements are appropriate in any given circumstance.
- (i) When using the TTC services, special care should be taken to ensure that all students board and exit at the correct bus or subway stop.
- (j) All students should be instructed on how to get help from TTC personnel, and K–6 students should have the school telephone number and the correct stops and the excursion venue written on a piece of paper in their pocket.

## **K. FUNDING AND EXCURSION COSTS**

- (a) Teachers shall inform custodial parents of the cost of the excursion on Form 511C: Parent/Guardian Permission for Excursion. For out-of-province and international excursions, teachers shall inform custodial parents of detailed costs, deposits, refunds, and non-refundable costs associated with the excursion on Form 511C: Parent/Guardian Permission for Excursion.
- (b) No monies shall be collected prior to the full approval of the principal and/or superintendent of education.
- (c) Principals shall inform custodial parents that they will be responsible for any applicable losses or costs should their child engage in misconduct while on the excursion, including damages and/or return transportation fare, by distributing each September the Parents'/Guardians' Responsibilities for Excursions (see Appendix F). Principals shall inform custodial parents that they will be responsible for any non-refundable deposit associated with the activity should the Board cancel this excursion in the interest of student safety or for any other emergency.
- (d) Every effort should be made to ensure that excursions are affordable to students. No student shall be excluded as a result of financial inability to pay.
- (e) The principal shall make the decision to approve or not approve any excursion costs.
- (f) Costs for excursions, including fundraising, will be reviewed annually with input from the School Council.
- (g) Supervision costs may be paid by students up to the required ratios of supervision. Above the required ratio of supervision, additional costs shall be shared by all participating staff.

## **L. RISK MANAGEMENT**

The following questions relating to high-care activities and risk management should be asked when planning excursions:

- (i) Risk Avoidance: Do we need to do the activity?
- (ii) Risk Assessment: If we do it, is it foreseeable that someone can be injured?
- (iii) Risk Assessment: What is the probability of injury?
- (iv) Risk Reduction: What can we do to prevent an injury?
- (v) What is the probable severity of the most likely injury?

### **L.1. Contingency Planning (Form 511G: Formal Contingency Plan)**

- (a) The principal shall ensure that contingency planning is part of every excursion. This includes anticipated risks, potential emergencies, and response to these emergencies. Wherever possible, supervisors on an excursion shall carry

copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

The principal and the teacher shall ensure that an appropriate formal contingency plan (Form 511G: Formal Contingency Plan) is part of every high-care or overnight excursion (except excursions to Board Outdoor Education schools scheduled by the Coordinator of Outdoor Education, and overnight interschool athletics excursions). A copy of this Form 511G: Formal Contingency Plan should be attached to Form 511B: Request for Superintendent Approval.

- (b) A copy of the formal contingency plan is to be taken on the high-care or overnight excursion and a copy left with the principal. Contingency plans shall be formulated for each aspect of the high-care or overnight excursion, and shall be shared with parents, students, and the transportation provider.
- (c) Contingency plans should consider the degree of isolation of the event. An appropriate contingency plan should include the recognition of potential emergencies, training and preparation, response during the emergency, and communication plans. An appropriate contingency plan should ensure that those supervising the event are familiar with relevant policies and procedures. Use Form 511G: Formal Contingency Plan.
- (d) During an emergency, the supervisor shall take care of the immediate needs of the participants involved in the incident, prevent the situation from escalating, and follow the steps below:
  - (i) Assess the situation to determine if immediate medical care is required or if assistance is required.
  - (ii) Account for all participants and remove participants from further danger. A supervisor shall take charge of this group. Provide comfort and necessary information to all involved.
  - (iii) Arrange for the administration of first aid or CPR as required.
  - (iv) Call 911 or necessary emergency services for assistance, depending on area (e.g., OPP).
  - (v) Call the school emergency contact. Contingency planning should be coordinated with the school emergency coordinator.
  - (vi) In life-threatening situations, call the school contingency contact after alerting emergency services.
- (e) Considerations in reporting an emergency:
  - (i) State name of school/site.
  - (ii) State name of caller.
  - (iii) Describe the nature of the problem.
  - (iv) Describe type and extent of injury.
  - (v) How many participants are injured?



- (vi) Describe the action taken.
  - (vii) Specify needs (i.e., medical, transportation, supervision).
  - (viii) Transport participants to medical care as quickly as possible.
  - (ix) Staff member or adult supervisor should accompany injured participant to the hospital. Contact principal from hospital and update participant's condition.
- (f) The principal shall arrange a convenient meeting area for parents when an emergency arises, to allow for privacy, fact finding, and exchange of information.
  - (g) During an emergency, where possible, the teacher in charge will keep or arrange for an ongoing written log of events and times to be kept.

L.2. Medical and Emergency Procedures

- (a) At the beginning of the year, principals shall ensure that Form 511E: Medical Information for Excursions has been obtained from parents, authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student. **Principals must ensure that the medical information is entered into Trillium. The entering of this information into Trillium is a top priority, as this is a health and safety issue.**
- (b) To determine whether a student participates in an excursion, the principal shall take into consideration:
  - (i) if a student has a serious medical condition; and/or
  - (ii) the administration of medication is too complicated; or
  - (iii) a student has engaged in serious misconduct, including breach of the school Code of Behaviour;
- (c) Students may attend school and school-based excursions, even if they do not have health coverage. (See Appendix I: Health Coverage.)
- (d) Principals are advised to ensure the following:
  - (i) that staff and volunteer organizers are aware of participating students who may suffer anaphylactic reactions and ensure that the individual plans and epinephrine and cellphones are available, if required, in accordance with operational procedure PR.563: Anaphylaxis;
  - (ii) that best efforts are made to obtain accurate information on the health of students at registration and on Form 511E;
  - (iii) that parents or students aged 18 or over are advised to purchase private health care insurance if they are not covered by OHIP.

- (e) For out-of-country excursions, all students and supervisors shall have hospital and medical insurance coverage for outside Canada during the excursion.
- (f) Teachers and adult supervisors shall carry the Student Excursion Report (Trillium) on every excursion. This will ascertain that students' medical information is directly accessible to them throughout the excursion.

L.3. Emergency Communications

- (a) In advance of the excursion, the teacher in charge shall leave an itinerary of the excursion in the school office, including contact information, so that the principal or his or her designate may contact the teacher in charge if an emergency arises.
- (c) The principal or designate identified to the teachers shall be available by telephone, cellular telephone, or other wireless means of communication to teachers in case an emergency arises at any time during the excursion, or if a return is delayed.
- (d) The principal shall keep with him or her at all times, as well as posting in the office:
  - (i) the phone number or contact information for the principal or designate;
  - (ii) the itinerary and phone numbers for the excursion teacher for excursions.
- (e) Wherever possible, supervisors on an excursion shall carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cellphones and/or two-way radios are in good working condition, and any batteries are fully charged prior to the excursion.
- (f) Wherever possible, supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

L.4. Early Termination of Excursions

In the event that the principal or teacher in charge determines that a student or students should return home prior to the end of the excursion, the principal or teacher in charge shall inform the custodial parents and make suitable and safe arrangements for the return of the students.

L.5. Requirements of Program Service Providers

- (a) When utilizing a Program Service Provider for an excursion, the teacher in charge shall determine that the Program Service Provider carries general liability insurance by obtaining a copy of the policy or certificate of insurance.
- (b) The teacher in charge shall ensure that Program Service Providers have qualified and/or certified instructors, where necessary. Specific qualification

and certification requirements for certain activities are set out in the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents.

- (c) From time to time, organizations may require the participants in an excursion to complete a waiver and/or release forms prior to participating in the excursion activities. Generally speaking, these forms contain legal language releasing the organization and its officers, directors, agents, and employees from any and all liability. Where an organization requests that a waiver and/or release form be signed, the teacher in charge of this excursion shall submit the forms to the superintendent of education, prior to the excursion, for his or her approval. External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education.

**Appendix A, page 1: Summary of Approval Requirements** (excluding Physical Education/Athletics)**Summary of Approval Requirements**  
(excluding Physical Education/Athletics)

Excursion Category	Examples	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<p><b>Walking Excursions into the Immediate Community</b></p> <p>Physical Education excursion that takes place within walking distance of the school (in the immediate community)</p>	<p>Walk to local library, shopping trips, local environmental study</p> <p>* Note: For physical education/athletics activities, see Appendix B.</p>	<p>Yes <b>Form 511H</b></p>	<p>No</p>	<p>Yes <b>Form 511H</b></p>	<ul style="list-style-type: none"> <li>Form 511H: Walking Excursion – Immediate Community is to be signed by parent/guardian at the beginning of the school year. Where possible, parents/guardians will be notified of each event in advance by one or more of the following methods: school newsletter, class newsletter, a note in student planner/agenda.</li> </ul>
<p><b>Day Trip in GTA</b> (not High-Care)</p> <p>Excursions of one day or less within the Greater Toronto Area (including the city of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High-Care Activities.) <i>Note: For a series of excursions, competitions, or repetitive visits, e.g., math teams, debating teams, include a schedule of visits with Forms 511A and 511C.</i></p>	<p>Toronto Region Conservation areas (TRCA), Metro Toronto Zoo, Ontario Science Centre</p> <p>* Note: For physical education/athletics activities, see Appendix B.</p>	<p>Yes <b>Form 511A</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<p>No</p>	<p>Yes <b>Form 511C</b></p>	<ul style="list-style-type: none"> <li>Student Excursion Report</li> <li>See also the Physical Education Curricular/ Interscholar Athletic/ Intramural Safety documents.</li> <li>See also Safety Guidelines, Science and Co-op.</li> </ul>

**Appendix A, page 2: Summary of Approval Requirements** (excluding Physical Education/Athletics)

<b>Excursion Category</b>	<b>Examples</b>	<b>Required Level of Approval</b>			<b>Notes</b>
		<b>Principal</b>	<b>Superintendent</b>	<b>Parents</b>	
<p><b>Day Trip outside GTA</b> (not High-Care)</p> <p>Excursions of one day or less outside the Greater Toronto Area (including the City of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High-Care Activities.)</p>	Niagara Falls, Barrie, Midland, Wye Marsh	<p>Yes <b>Form 511A</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<p>Yes <b>Form 511B</b> (1 month in advance)</p>	<p>Yes <b>Form 511C</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• Bus Seating Plan</li> </ul>
<p><b>Day Trip in GTA</b> (High-Care)</p> <p>Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/Intramural Safety documents</p>	Tall ships tour of Toronto Harbour; river ecology study of Don River	<p>Yes <b>Form 511A</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p> <p><b>Form 511G</b></p>	<p>Yes <b>Form 511B</b> (1 month in advance)</p>	<p>Yes <b>Form 511C</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• See also the Physical Education Curricular/Interschool Athletic/Intramural Safety documents.</li> </ul>
<p><b>Day Trip outside GTA</b> (High-Care)</p> <p>Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/Intramural Safety documents</p>	Alpine skiing, mountain biking	<p>Yes <b>Form 511A</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p> <p><b>Form 511G</b></p>	<p>Yes <b>Form 511B</b> (1 month in advance)</p>	<p>Yes <b>Form 511C</b></p>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• Bus Seating Plan</li> <li>• See also the Physical Education Curricular/Interschool Athletic/Intramural Safety documents.</li> </ul>

**Appendix A, page 3: Summary of Approval Requirements** (excluding Physical Education/Athletics)

<b>Excursion Category</b>	<b>Examples</b>	<b>Required Level of Approval</b>			<b>Notes</b>
		<b>Principal</b>	<b>Superintendent</b>	<b>Parents</b>	
<b>Overnight Trip in GTA</b> (Not High-Care on school days)	Overnight excursion to TRCA Conservation Field Centre; overnight at Ontario Science Centre	Yes <b>Form 511A</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>  <b>Form 511G</b>	Yes <b>Form 511B</b> <b>(1 month in advance)</b>	Yes <b>Form 511C</b>  <b>Form 511E</b>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>
<b>Overnight Trip outside GTA</b> (Not High-Care)  Board-initiated activities and excursions organized by centrally assigned Coordinators <b>(excluding excursions to Board Outdoor Education schools scheduled by Coordinator of Outdoor Education)</b>	Music and Arts camps, trip to Ottawa  Music Camp, Students Environment Network Retreat, Math Skills Competition	Yes <b>Form 511A</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>  <b>Form 511G</b>	Yes <b>Form 511B</b> <b>(1 month in advance)</b>	Yes <b>Form 511C</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• Bus Seating Plan</li> <li>• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>
Excursions on days not identified as instructional days on the approved school year calendar or in the summer	Weekend skills competition, weekend camp, March Break trip within the Province				
<b>Overnight Trip in GTA</b> (High Care)  Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/ Intramural Safety documents	Lake study at TRCA Conservation Field Centre	Yes <b>Form 511A</b>  <b>Form 511F (if volunteer drivers used)</b>  <b>Form 511G</b>	Yes <b>Form 511B</b> <b>(1 month in advance)</b>	Yes <b>Form 511C</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• See also the Physical Education Curricular/ Interschool Athletic/Intramural Safety documents.</li> </ul>

**Appendix A, page 4: Summary of Approval Requirements** (excluding Physical Education/Athletics)

<b>Excursion Category</b>	<b>Examples</b>	<b>Required Level of Approval</b>			<b>Notes</b>
		<b>Principal</b>	<b>Superintendent</b>	<b>Parents</b>	
<b>Overnight Trip outside GTA (High-Care)</b>  Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/Intramural Safety documents	Ski trip, canoe trip; camps with high-care activities, e.g., swimming and canoeing	Yes <b>Form 511A</b>  <b>Form 511F (if volunteer drivers used)</b>  <b>Form 511G (if high-care or overnight)</b>  <b>Form 511E (if overnight – exceptions)</b>	Yes <b>Form 511B (1 month in advance)</b>	Yes <b>Form 511C</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Student Excursion Report</li> <li>• Bus Seating Plan</li> <li>• See also the Physical Education Curricular/Interschool Athletic/Intramural Safety documents.</li> </ul>
<b>Out-of-Province, Overnight Excursions</b>	Quebec City, Montreal, New York City	Yes <b>Form 511A</b>  <b>Form 511G</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>	Yes <b>Form 511B (3 months in advance of excursion)</b>  <b>Note* (6 months in advance for out-of-country)</b>	Yes <b>Form 511C</b>  <b>Form 511E</b>	<ul style="list-style-type: none"> <li>• Specific forms: visa, proof of citizenship, passports, Ontario Health Card #, out-of-country health/accident/travel insurance as required</li> <li>• Check the Consular Affairs Web site for specific requirements for the destination if out-of-country (<a href="http://www.voyage.gc.ca">www.voyage.gc.ca</a>).</li> <li>• See also the Physical Education Curricular/Interschool Athletic/Intramural Safety documents.</li> </ul>

**Appendix B1, page 1: Summary of Approval Requirements for Physical Education Curricular Activities: Elementary and Secondary**

Excursion Category: Curricular	Examples	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<p><b>Walking Excursions into the Immediate Community</b></p> <p>Physical Education excursion that takes place within walking distance of the school (in the immediate community)</p>	<p>Fitness walk or run, tennis courts, baseball diamond, tobogganing, cross-country running, cycling, in-line skating</p>	<p>Yes <b>Form 511K</b></p>	<p>No</p>	<p>Yes <b>Form 511K</b></p>	<ul style="list-style-type: none"> <li>• Every student taking H&amp;PE must complete Form 511K: Physical Education Information and Intramural Permission. This should be done once at the beginning of the year.</li> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>• Medical information for each student taking H&amp;PE must be available.</li> <li>• Teachers can access medical information using Trillium – Student Excursion Form.</li> <li>• Form 511K is not a parental permission form for H&amp;PE classes.</li> </ul>



**Appendix B1, page 2: Summary of Approval Requirements for Physical Education Curricular Activities: Elementary and Secondary**

Excursion Category: Curricular	Examples	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<p><b>Day Trip in GTA</b> (not High-Care)</p> <p>Excursions of one day or less within the Greater Toronto Area (including the city of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High-Care Activities.)</p> <p><i>* Note: For a series of excursions, form (511A) may be completed once if all the dates/times/transportation included.</i></p>	<p>A fitness club, wall climbing, health clinic tour</p> <p><b>or</b></p> <p>A series of curricular excursions, e.g., curling, bowling, ice skating (transportation required)</p>	<p>Yes <b>Form 511A</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<p>No</p>	<p>Yes <b>Form 511C</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<ul style="list-style-type: none"> <li>• Every student taking H&amp;PE must complete Form 511K: Physical Education Information and Intramural Permission. This should be done once at the beginning of the year.</li> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>• Medical information for each student taking H&amp;PE must be available.</li> <li>• Teachers can access medical information using Trillium – Student Excursion Form.</li> <li>• Form 511K is not a parental permission form for H&amp;PE classes.</li> <li>• There is no need to collect medical information again if already on file.</li> <li>• See also the Physical Education Curricular/Interscholar Athletic/Intramural Safety documents.</li> </ul>

**Appendix B1, page 3: Summary of Approval Requirements for Physical Education Curricular Activities: Elementary and Secondary**

<b>Excursion Category: Curricular</b>	<b>Examples</b>	<b>Required Level of Approval</b>			<b>Notes</b>
		<b>Principal</b>	<b>Superintendent</b>	<b>Parents</b>	
<b>Day Trip outside GTA</b> (not High-Care)	e.g., visit to a university/ college athletic facility; hiking the Bruce Trail	Yes <b>Form 511A</b>	Yes <b>Form 511B</b> <b>(1 month in advance)</b>	Yes <b>Form 511C</b>	<ul style="list-style-type: none"> <li>• Every student taking H&amp;PE must complete Form 511K: Physical Education Information and Intramural Permission.</li> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>• Medical information for each student taking H&amp;PE must be available.</li> <li>• Teachers can access medical information using Trillium – Student Excursion Form.</li> <li>• Form 511K is not a parental permission form for H&amp;PE classes.</li> <li>• There is no need to collect medical information again if already on file, except for overnight excursion.</li> <li>• See also the Physical Education Curricular/Interschool Athletic/Intramural Safety documents.</li> </ul>
<b>Day Trip in and outside the GTA</b> (High-Care) (See Appendix C: High-Care Activities.)	e.g., canoeing, sailing, mountain biking, alpine skiing	<b>Form 511F (if volunteer drivers used)</b>		<b>Form 511E (if overnight)</b>	
<b>Overnight Excursions in and outside GTA</b> (High-Care)	e.g., camping trip, ski trip to Blue Mountain	<b>Form 511G (if overnight or high-care)</b>		<b>Form 511F (if volunteer drivers used)</b>	
Excursions within the province		<b>Form 511F (if volunteer drivers used)</b>			
<b>Day Trip/Overnight, In/Outside GTA</b>	e.g., rowing				
Excursions involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/Intramural Safety documents					
Excursions on days not identified as instructional days on the approved school year calendar	e.g., weekend camping trip				

**Appendix B1, page 4: Summary of Approval Requirements for Physical Education Curricular Activities: Elementary and Secondary**

Excursion Category: Curricular	Examples	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<b>Out-of-Province, Overnight Excursions</b>	e.g., ski trip to Quebec City	Yes <b>Form 511K</b>  <b>Form 511A</b>  <b>Form 511E</b>  <b>Form 511G</b>  <b>Form 511F (if volunteer drivers used)</b>	Yes <b>Form 511B (3 months in advance)</b>	Yes <b>Form 511K</b>  <b>Form 511C</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Every student taking H&amp;PE must complete Form 511K: Physical Education Information and Intramural Permission. This should be done once at the beginning of the year.</li> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>• Medical information for each student taking H&amp;PE must be available.</li> <li>• Teachers can access medical information using Trillium – Student Excursion Form.</li> <li>• Form 511K is not a parental permission form for H&amp;PE classes.</li> <li>• There is no need to collect medical information again if already on file.</li> <li>• See also the Physical Education Curricular/Interscholar Athletic/Intramural Safety documents.</li> </ul>

**Appendix B1, page 5: Summary of Approval Requirements for Physical Education Curricular Activities: Elementary and Secondary**

Excursion Category: Curricular	Examples	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<b>Out-of-Country Excursions</b>	e.g., visit to Olympics in Athens, or a ski trip to Switzerland	<b>Yes</b> <b>Form 511K</b>  <b>Form 511A</b>  <b>Form 511E</b>  <b>Form 511G</b>  <b>Form 511F (if volunteer drivers used)</b>  <b>Form 511G</b>	<b>Yes</b> <b>Form 511B</b> <b>(6 months in advance)</b>	<b>Yes</b> <b>Form 511K</b>  <b>Form 511C</b>  <b>Form 511E</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Every student taking H&amp;PE must complete Form 511K: Physical Education Information and Intramural Permission. Specific forms: visa, proof of citizenship, passports, Ontario Health Card #, out-of-country health/accident/travel insurance as required</li> <li>• Check the Consular Affairs Web site for specific requirements for the destination (<a href="http://www.voyage.gc.ca">www.voyage.gc.ca</a>).</li> <li>• Medical information must be collected for all overnight excursions, using Form 511E: Medical Information for Excursions.</li> <li>• See also the Physical Education Curricular/Interscholar Athletic/Intramural Safety documents.</li> </ul>

**Appendix B2, page 1: Summary of Approval Requirements for Physical Education Intramural Activities: Elementary and Secondary**

Excursion Category: Intramural	Examples	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<b>Series or Single Intramural Activity Excursion into Immediate Community</b>	Kilometer club, Terry Fox Run.	Yes <b>Form 511K</b>	No	Yes <b>Form 511K</b>	<ul style="list-style-type: none"> <li>• The school should list the intramural activities on the first page of Form 511K: Physical Education Information and Intramural Permission.</li> <li>• Parental permission is required for every student involved in intramural activities. See Intramural Activities Permission on page 2 of Form 511K: Physical Education Information and Intramural Permission.</li> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>• Medical information for each student taking H&amp;PE must be available.</li> <li>• Teachers can access medical information using Trillium – Student Excursion Form.</li> <li>• There is no need to collect medical information again if already on file.</li> <li>• See also the Physical Education Curricular/Interscholar Athletic/Intramural Safety documents.</li> </ul>

**Appendix B2, page 2: Summary of Approval Requirements for Physical Education Intramural Activities: Elementary and Secondary**

<b>Excursion Category: Intramural</b>	<b>Examples</b>	<b>Required Level of Approval</b>			<b>Notes</b>
		<b>Principal</b>	<b>Superintendent</b>	<b>Parents</b>	
<b>Day Trip in and outside GTA</b> (not High-Care)	Hiking club				<ul style="list-style-type: none"> <li>• See corresponding type of excursion in the preceding Curricular chart to obtain the information.</li> </ul>
<b>Day Trip in and outside GTA</b> (High-Care) (See Appendix C: High-Care Activities.)	e.g., alpine skiing club				<ul style="list-style-type: none"> <li>• See corresponding type of excursion in the preceding Curricular chart to obtain the information.</li> </ul>
<b>Overnight Excursion in and outside GTA</b> (not High-Care)	Hiking club				<ul style="list-style-type: none"> <li>• See corresponding type of excursion in the preceding Curricular chart to obtain the information.</li> </ul>
<b>Overnight Excursion in and outside GTA</b> (High-Care)	Outers club, canoe trip				<ul style="list-style-type: none"> <li>• See corresponding type of excursion in the preceding Curricular chart to obtain the information.</li> </ul>

**Appendix B3. page 1: Summary of Approval Requirements for Physical Education Interschool Activities: Elementary and Secondary**

Excursion Category: Interschool	Forms	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<b>Day Trip in GTA</b>  Interschool Athletic Team practice/game/competition within the Greater Toronto Area (including the city of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High-Care Activities.)	<ul style="list-style-type: none"> <li>• Team Eligibility List</li> <li>• Form 511I: Elementary Interschool Athletics Tryout and Participation</li> </ul> <b>or</b> <ul style="list-style-type: none"> <li>• Form 511J: Secondary Interschool Athletics Tryout and Participation</li> <li>• * Note: One sample Form 511I/511J, completed with appropriate details, is submitted to principal in order to approve the team details.</li> </ul>	Yes  <b>Team Eligibility List</b>  <b>Form 511I or Form 511J</b>  <b>Form 511F (if volunteer drivers used)</b>	No	Yes <b>Form 511I or Form 511J</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>• Medical information for each team member must be available.</li> <li>• Coaches can access medical information using Trillium – Student Excursion Form.</li> <li>• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>
<b>Day Trip in GTA</b> (Invitational tournament)	<ul style="list-style-type: none"> <li>• Team Eligibility List</li> <li>• Form 511I: Elementary Interschool Athletics Tryout and Participation</li> </ul> <b>or</b> <ul style="list-style-type: none"> <li>• Form 511J: Secondary Interschool Athletics Tryout and Participation</li> </ul>	<b>Team Eligibility List</b>  <b>Form 511I or Form 511J</b>  <b>Form 511F (if volunteer drivers used)</b>	No	Yes <b>Form 511I or Form 511J</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> </ul>

**Appendix B3. page 2: Summary of Approval Requirements for Physical Education Interschool Activities: Elementary and Secondary**

Excursion Category: Interschool	Forms	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
	<ul style="list-style-type: none"> <li>* Note: One sample Form 511I/511J, completed with appropriate details, is submitted to principal in order to approve the team details.</li> <li>If the invitational tournament was included in the original team schedule listed on Form 511I/511J: Interschool Athletics Tryout and Participation, or an addendum to the schedule was made for both the principal and the parents, then a second eligibility list and Form 511I/511J are not necessary.</li> </ul>				<ul style="list-style-type: none"> <li>Medical information for each team member must be available.</li> <li>Coaches can access medical information using Trillium – Student Excursion Form.</li> <li>Reminder: If medical information has been collected for team members, it is not necessary to collect it for each tournament.</li> <li>For a stand-alone invitational tournament, Form 511E: Medical Information for Excursions, Form 511I/511J: Interschool Athletics Tryout and Participation, and Team Eligibility List must be completed as indicated.</li> <li>If the invitational tournament was included with the original team schedule on Form 511I/511J: Interschool Athletics Tryout and Participation, then the forms indicated on the left are not necessary.</li> <li>See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>



**Appendix B3. page 3: Summary of Approval Requirements for Physical Education Interschool Activities: Elementary and Secondary**

Excursion Category: Interschool	Forms	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
<p><b>Day Trip outside GTA</b> (Invitational tournament)</p> <p><b>Overnight Excursion in and outside GTA</b> (Invitational tournament)</p> <p><b>Invitational</b> Tournament</p> <p>On days not identified as instructional days on the approved school year calendar.</p>	<ul style="list-style-type: none"> <li>Team Eligibility List</li> <li>Form 511I: Elementary Interschool Athletics Tryout and Participation</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>Form 511J: Secondary Interschool Athletics Tryout and Participation</li> <li>* Note: One sample Form 511I/511J, completed with appropriate details, is submitted to principal in order to approve the team details.</li> <li>Form 511A: Request for Excursion Approval by Principal</li> <li>Form 511B: Request for Excursion Approval by Superintendent of Education</li> <li>Form 511C: Parent/Guardian Permission for Excursion</li> <li>If the invitational tournament was included in the original team schedule listed on Form 511I/511J: Interschool Athletics Tryout and Participation, or an addendum to the schedule was made for</li> </ul>	<p>Yes</p> <p><b>Team Eligibility List</b></p> <p><b>Form 511A</b></p> <p><b>Form 511I or Form 511J</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p> <p><b>Form 511G</b></p>	<p>Yes</p> <p><b>Form 511B (1 month in advance) (exception: OFSAA)</b></p>	<p>Yes</p> <p><b>Form 511C</b></p> <p><b>Form 511I or Form 511J</b></p> <p><b>Form 511F (if volunteer drivers used)</b></p>	<ul style="list-style-type: none"> <li>Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.</li> <li>Medical information for each team member must be available.</li> <li>Coaches can access medical information using Trillium – Student Excursion Form.</li> <li>For a stand-alone invitational tournament, the medical information must be available (Form 511E must be completed again for overnight), Form 511I/511J: Interschool Athletics Tryout and Participation, and Team Eligibility List must be completed as indicated.</li> <li>See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>

**Appendix B3. page 4: Summary of Approval Requirements for Physical Education Interschool Activities: Elementary and Secondary**

Excursion Category: Interschool	Forms	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
	both the principal and the parents, then a second eligibility list and Form 511I/511J are not necessary.				
<b>Invitational Tournament Out-of-Province</b>	Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament	Yes Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament	Yes <b>Form 511B (3 months in advance)</b>	Yes Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament	<ul style="list-style-type: none"> <li>• Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament</li> <li>• Exception to timelines will be considered on an individual basis at superintendent's discretion (see F. (f) in operational procedures).</li> <li>• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>
<b>Invitational Tournament Out-of-Country</b>	Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament	Yes Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament	Yes <b>Form 511B (6 months in advance)</b>	Yes Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament	<ul style="list-style-type: none"> <li>• Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament</li> <li>• Exception to timelines will be considered on an individual basis at superintendent's discretion (see F. (f) in operational procedures).</li> </ul>

**Appendix B3. page 5: Summary of Approval Requirements for Physical Education Interschool Activities: Elementary and Secondary**

Excursion Category: Interschool	Forms	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
					<ul style="list-style-type: none"> <li>• Specific forms: visa, proof of citizenship, passports, Ontario Health Card #, out-of-country health/accident/travel insurance as required.</li> <li>• Check the Consular Affairs Web site for specific requirements for the destination (www.voyage.gc.ca).</li> <li>• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>
<b>OFSAA Tournaments</b>	<ul style="list-style-type: none"> <li>• Coach carries Form 511I/511J: Interschool Athletics Tryout and Participation and Team Eligibility List.</li> <li>• Form 511A: Request for Excursion Approval by Principal</li> <li>• Form 511C: Parent/Guardian Permission for Excursion</li> </ul>	Yes <b>Form 511A</b>  <b>Form 511F (if volunteer drivers used)</b>	<b>Blanket approval for OFSAA</b>	Yes <b>Form 511C</b>  <b>Form 511F (if volunteer drivers used)</b>	<ul style="list-style-type: none"> <li>• Medical information for each team members must be available.</li> <li>• Coaches can access medical information using Trillium – Student Excursion Form.</li> <li>• Where possible, Form 511E: Medical Information for Excursions will be issued again for overnight OFSAA tournaments.</li> <li>• Form 511B: Request for Excursion Approval by Superintendent of Education is not necessary because</li> </ul>

**Appendix B3. page 6: Summary of Approval Requirements for Physical Education Interschool Activities: Elementary and Secondary**

Excursion Category: Interschool	Forms	Required Level of Approval			Notes
		Principal	Superintendent	Parents	
					blanket approval for all OFSAA competition will be obtained by the central Health and Physical Education Department. <ul style="list-style-type: none"> <li>• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.</li> </ul>

## High-Care Activities

**See Appendix A: Summary of Approval Requirements (excluding Physical Education/Athletics), Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics which summarizes the approval requirements for all excursions.**

**Excursions that occur outside the GTA and/or are overnight require superintendent approval (Form 511B: Request for Excursion Approval by Superintendent of Education).**

*High-Care Activities* “High-care activities,” as used in this document, refer to those types of activities that involve increased risk and/or special safety considerations along with one or more of the following:

- multiple risks, e.g., weather,
- occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Coordinator of Outdoor Education, or travel on large water vehicles used for public transportation), or
- require special qualifications or certification for supervision, or
- take place away from easy access to first aid.

\*Note: Higher-Risk Sports as listed in the Physical Education Interschool Athletics Safety documents are not considered to be high-care activities/excursions. Students involved on the Higher-Risk Interschool Athletics teams are more highly skilled and have had training in preparation for games/tournaments.

High-care activities require superintendent approval (Form 511B: Request for Excursion Approval by Superintendent of Education), as well as principal approval.

More information about supervision and certification requirements for Physical Education Outdoor Education activities can be found in the Physical Education/Outdoor Education Elementary/Secondary Curricular Safety documents (see section C of the Outdoor Education General Procedures), and the Physical Education Elementary/Secondary Interschool Athletics Safety documents and the Physical Education Elementary/Secondary Intramural Safety documents.

High-care activities include but are not limited to:

alpine skiing	in-line skating to in-line skating parks
cross-country skiing	mountain biking
Snowtubing	lake swimming
snowboarding	swimming in non-TDSB/non-City of Toronto pools, e.g., hotel pools, wave pools
snow blading	rock climbing (secondary only))

Excursions to non-Board-approved sites for wall climbing, bouldering, ascending lines, ropes/challenge courses, zipline, tyrolean traverse and equivalent
---

Any other activity not listed in the TDSB Physical Education/Outdoor Education Elementary and Secondary Safety documents (Curricular, Interschool Athletics, Intramural)
--

Certain excursion activities will not be approved, as they are deemed to be unsafe because of high and/or multiple risk factors. Examples of such activities include, but are not limited to: whitewater canoeing; whitewater rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at private or non-regulated pools, rivers, or lakes; hot-air balloon rides; snorkeling; and scuba diving. \*Note: Scuba diving and snorkelling can occur in a curricular class setting with proper supervision ratios under the direction of staff with appropriate qualifications/certifications.

## **Supervision**

[Excerpted from the Physical Education/Outdoor Education Elementary/Secondary Curricular Safety documents]

### **Elementary**

- (a) Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment, and activities have inherent risks, but the more effectively they are supervised, the safer they become.
- (b) Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place, for example:
  - locked doors;
  - signs on doors indicating that students are not to use the gym unless supervised;
  - staff scheduled and present in an adjoining Physical Education office, in order to observe students entering the gym without authorization.
- (c) Any use of a facility must be supervised. This guideline has designated three categories of supervision: Constant visual, On-site/In-sight, and In-the-area. The categories are based on the principles of general and specific supervision, which take into consideration the risk level of the activity, the participants' skill level and the participants' maturity.
- (d) The three categories of supervision can be illustrated as follows: *Constant visual* supervision means that the teacher is physically present, watching the specific activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on. *On-site/In-sight* supervision entails teacher presence, but not necessarily constant viewing of one specific activity. *In-the-area* supervision means that the teacher could be in the gymnasium while another activity is taking place in an area near the gymnasium.

Example: During a track-and-field session, some students are involved in high jump and some are practising relay passing on the track, while a third group is distance running around the school.

*Constant visual supervision* High Jump: Teacher is **at** the high jump area and is **observing** the activity.

*On-site/In-sight supervision* Relay Passing: Students are practising on the track and **can be seen** by the teacher who is with the high jumpers.

*In-the-area supervision* Distance Running: Students are running around the school grounds and **at times may be out of sight**.

Points to Consider

- (a) Establish routines, rules of acceptable behaviour, and appropriate duties of students at the beginning of the year and reinforce them throughout the year. Teachers must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendix D: Supervision for more information on student behaviour.
- (b) Students must be made aware of the rules of activities or games. Rules may be modified to suit the age and physical ability of the participants, but once made, they must be strictly enforced.
- (c) The teacher must be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready.
- (d) When a student displays verbal or non-verbal hesitation, the teacher should discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill.
- (e) A co-op student or secondary student must not be the sole supervisor of any activity.
- (f) Supply Teacher Coverage
  - The supply teacher must have students participate in activities that are commensurate with his or her experience or qualifications.
  - The Safety Document sheet(s) for the activity must be included with the lesson plan.
  - The supply teacher must be informed of the whereabouts of a contact teacher or administrator in case of an emergency.
  - Restrictions/modifications for students with health or behavioural problems must be specified.

**Secondary**

- (a) Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment, and activities have inherent risks, but the more effectively they are supervised, the safer they become.
- (b) Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place, for example:
  - locked doors;
  - signs on doors indicating that students are not to use the gym unless supervised;
  - staff scheduled and present in an adjoining Physical Education office, in order to observe students entering the gym without authorization.
- (c) Any use of a facility must be supervised. This guideline has designated three categories of supervision: Constant visual, On-site/In-sight, and In-the-area. The categories are based on the principles of general and specific supervision, which take into consideration the risk level of the activity, the participants' skill level and the participants' maturity.



- (d) The three categories of supervision can be illustrated as follows: *Constant visual* supervision means that the teacher is physically present, watching the specific activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on. *On-site/In-sight* supervision entails teacher presence, but not necessarily constant viewing of one specific activity. *In-the-area* supervision means that the teacher could be in the gymnasium while another activity is taking place in an area near the gymnasium.

Example: During a track-and-field session, some students are involved in high jump and some are practising relay passing on the track, while a third group is distance running around the school.

*Constant visual supervision* High Jump: Teacher is **at** the high jump area and is **observing** the activity.

*On-site/In-sight supervision* Relay Passing: Students are practising on the track and **can be seen** by the teacher who is with the high jumpers.

*In-the-area supervision* Distance Running: Students are running around the school grounds and **at times may be out of sight**.

#### Points to Consider

- (a) Establish routines, rules of acceptable behaviour, and appropriate duties of students at the beginning of the year and reinforce them throughout the year. Teachers must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendix D: Supervision for more information on student behaviour.
- (b) Students must be made aware of the rules of activities or games. Rules may be modified to suit the age and physical ability of the participants, but once made, they must be strictly enforced.
- (c) The teacher must be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready.
- (d) When a student displays verbal or non-verbal hesitation, the teacher should discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill.
- (e) A co-op student or secondary student must not be the sole supervisor of any activity.
- (f) On-Call and Supply Teacher Coverage
  - The supply or on-call teacher must have students participate in activities that are commensurate with his/her experience or qualifications.
  - The Safety Document sheet(s) for the activity must be included with the lesson plan.
  - The supply or on-call teacher must be informed of the whereabouts of a contact teacher or administrator in case of an emergency.
  - Restrictions/modifications for students with health or behavioural problems must be specified.



## **Excursion Procedures Questions and Answers**

*This document will answer common questions about the new excursion Policy and Procedures. For further information, forms, and more details, please read the Policy and Procedures.*

*A companion handbook will be developed and distributed during the 2004–2005 school year.*

---

### **What is an excursion?**

Any approved, school-organized educational activity involving students that takes place off school property.

Each excursion should have an educational purpose and clearly identified curriculum expectations, and should receive the same degree of preparation and follow-up as other classroom activities.

### **What is the TDSB's commitment to excursions? (see Board Policy P.033 SCH: Excursions)**

The Board recognizes and encourages the educational value of learning experiences in the world beyond the classroom, and acknowledges that excursions should be an integral part of every student's program of studies.

The Board is committed to the full and equitable inclusion of all students in safe, curriculum-based excursions.

Student safety shall be the priority in the planning and implementation of all excursions.

### **What about students with special needs?**

The TDSB's policy states that every effort shall be made to ensure that all excursions are available and accessible to students with special needs.

### **When do I need parental consent?**

The TDSB's policy states that the written informed consent of custodial parent(s) or guardian(s) shall be obtained for all excursions. This means that any time a teacher is taking students off school property, written informed consent is required.

Students aged 18 and over may consent on their own behalf.

**Appendix E, page 2: Excursion Procedures Questions and Answers****How do I obtain parental consent?**

Use Form 511C: Parent/Guardian Permission for Excursion, or the appropriate athletics form.

For overnight excursions, it is suggested that parent information sessions be held to outline the educational purpose, explain risks, and answer any questions.

**What if a student does not return the consent form?**

Where the written informed consent of custodial parents cannot be obtained, the student shall be excluded from the excursion unless the principal decides that it is appropriate to allow the student to participate. The principal must have verbal permission from the custodial parents, and the activity cannot be high-care, overnight, or outside the Greater Toronto Area (GTA).

**What about teams or athletics events?**

Follow the information contained in the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, and/or the Physical Education Elementary and Secondary Interscholastic Athletics Safety documents that can be found in your school.

**What if I am going to occasionally walk my class to the library? Do I need to have the parents sign a form?**

Yes. Use Form 511H: Walking Excursion – Immediate Community. This form can be distributed at the beginning of the year. You will notify parents/guardians of the particular activity, location, date, and time through newsletters, Web sites, or notes in school planners/agendas.

**What if I am going to take my gym classes to the neighbourhood tennis courts every other week? Do I need to have the parents sign a form?**

Yes. Where the excursion involves a series of related or repeated events or activities to the same destination or for the same purpose, prepare a schedule of activities and a list of dates on a single Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletics form). You only need to do the form once if the excursion involves a series of related or repeated events or activities to the same destination or for the same purpose.

**What supervision is required?**

The following chart shows the minimum supervision ratios for a group of 30 students. You can increase the number of supervisors.

<b>Minimum Supervision Ratios (for a maximum group size of 30 students)</b>		
<b>Grade Levels</b>	<b>Day Excursions</b>	<b>Overnight Excursions</b>
JK–K	Three adult supervisors per group	Not recommended
1–3	Two adult supervisors per group	Not recommended for Grade 1. (Special permission of superintendent of education required for Grades 2 or 3; four adult supervisors per group)
4–8	Two adult supervisors per group	Two adult supervisors per group
9–12	One adult supervisors per group	Two adult supervisors per group

## **Appendix E, page 3: Excursion Procedures Questions and Answers**

Where the excursion involves Physical Education or Interscholar Athletics, the minimum supervision ratios for the specific activity must be obtained from the Physical Education/ Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interscholar Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents.

### **Who can help with supervision?**

You can ask principals, vice-principals, teachers, education staff, or parent or community volunteers. All supervisors must be over 18 years of age.

Elementary and middle schools may use senior high school students as assistants on excursions at the discretion of the principal, but these students must be used as assistants only, and not as excursion supervisors.

It is a good idea to include adults or older students who speak the languages of some of the students, especially when recent arrivals are among the group.

### **What approvals do I need?**

Follow the Appendices A, B1, and B2 chart in the **Procedures** for complete details.

Your principal can approve excursions that are not high-care and are one day or less within the GTA. Use Form 511A.

For excursions that are high-care or beyond the GTA, you need both your principal and superintendent's approval. Use Forms 511A and 511B. Refer to the **Procedures** for specific requirements and timelines.

High-care, out-of-province, and international excursions have specific timelines, requirements, and forms, including contingency planning, student waivers, and student medical information forms. Follow the requirements in the **Procedures**.

### **What about trips to amusement parks such as Canada's Wonderland or Ontario Place?**

Trips that do not reflect the curriculum or do not have a clear educational purpose or cannot be adequately supervised will not be considered or approved. Examples of such activities include but are not limited to trips to amusement parks such as Canada's Wonderland and Ontario Place, which involve large groups of students on their own for the day to enjoy rides.

### **What are some of the things I have to do when transporting students?**

If you are using a bus or vehicle owned or rented by the TDSB, you will need to make a seating plan if you are going beyond the GTA. Carry a copy with you and leave a copy in the school.

You should also carry the Trillium Student Excursion Report, which is list of the students' home numbers, parents' work numbers and /or emergency telephone numbers. As well, you should carry copies the of emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

If students are going in separate vehicles, keep a list of which students are in each vehicle, along with the licence plate number of each vehicle.

**Appendix E, page 4: Excursion Procedures Questions and Answers**

Students are expected to carry identification with them, including home, emergency, and school telephone numbers.

When TTC services are used, an adult supervisor shall travel with all students, K–8 inclusive, to the excursion location and return to the school. Students in Grades 7 and 8 may be dismissed from the venue, or the appropriate transit stop, provided prior written informed consent from custodial parents has been obtained.

When TTC services are used, students in Grades 9-12 may travel to and from the excursion venue without adult supervision, provided prior written informed consent from custodial parents has been obtained. When travelling without adult supervision, students should be encouraged to travel with a “buddy.” When students are travelling together in a group of eight or more, they should be accompanied by an adult supervisor where possible.

**Appendix F: Parents' Responsibilities for Excursions****Parents'/Guardians' Responsibilities for Excursions**

- Each September, all custodial parents shall be provided with a copy of Parents'/Guardians' Responsibility for Excursions.
- Each September, Parents will receive a Form 511E: Medical Information for Excursions. This must be signed and returned to the school within the first two weeks of classes. If your child/ward has or has had any health problems that might affect his/her participation or safety, or requires special attention for him/her during the excursion, please note the details on the form. More complete information may be provided in writing or via telephone to the teacher involved.
- Form 511E authorizes the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student.
- Please inform the school of any changes to the medical and emergency information for your child/ward. If your child/ward has, or has had, any health problems that might affect his/her participation or safety or require special attention for him/her during the excursion, please give full details in writing, and telephone the teacher to discuss any concerns.
- Custodial parent(s) or guardian(s) of students under the age of 18 who wish their child to participate in an excursion are required to provide consent for each excursion by completing and returning to the teacher a Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form). Students aged 18 and over may sign Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) on their own behalf; however, it is strongly recommended that the custodial parent(s) or guardian(s) of such students also sign the form.
- Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) will contain information about the nature and purpose of the excursion, any special risks or unusual activities, locations, date(s) and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, any other information that could have some bearing on whether the parent/guardian would give or withhold consent, a request to update relevant medical or emergency information, and a reminder that student accident insurance may be purchased.
- Every effort shall be made to advise custodial parent(s) or guardian(s) of any volunteer drivers participating in the excursion, and to provide them with specific information about the volunteer drivers' vehicles. Every effort shall be made to obtain written informed consent from the custodial parent(s) or guardian(s) in order for the student to ride with a volunteer driver.
- Student accident insurance is available to provide coverage beyond that allowed by the Ontario Health Plan. Contact the school for specific information and application forms.
- Custodial parent(s) or guardian(s) are expected to ensure that their child is prepared appropriately for the excursion.
- The Board's Safe Schools Policy and this school's Code of Behaviour and the Board's Human Rights Policy apply throughout the trip. Copies are available from the school office.
- The Board has complete authority and discretion to exclude a child/ward from participation in this activity or to send a child/ward home from the activity early for breach of the Board's Safe Schools Policy or the school's Code of Behaviour or the Board's Human Rights Policy, and in such event, the parent/guardian will be responsible for any related expenses, including lost deposit and additional travel costs.
- The Toronto District School Board will have complete discretion to cancel this excursion in the interest of student safety or for any other emergency, and that in such event, the parent/guardian will be liable for any non-refundable deposit associated with this activity.



## Students' Responsibilities on Excursions

### For Students

- (a) Students shall follow the Board's Safe Schools Policy and the school's Code of Behaviour while on excursions. Students involved in interschool athletics shall also follow the Code of Behaviour for Athletes while on excursions. Students on excursions who fail to follow the Safe Schools Policy, the school's Code of Behaviour, or the Code of Behaviour for Athletes (if applicable), will be subject to the same consequences as if the students were in attendance at school during regular school hours.
- (b) While on excursions, and while travelling to and from excursions, students will continue to be responsible for their conduct to the principal. Students shall comply with their obligations under section 23 of Regulation 298 of the *Education Act*, including the following:
  - exercising self-discipline;
  - accepting such discipline as would be exercised by a kind, firm, and judicious parent;
  - being courteous to fellow pupils and obedient and courteous to teachers;
  - being clean in person and in habits; and
  - showing respect for school property.
- (c) Students shall adhere to Board policy that prohibits tobacco, the use of alcohol, and the non-medical use of drugs at all school activities, whether they take place inside school or off school property on excursions.
- (d) Students are expected to be prepared for the excursion and adhere to excursion expectations.
- (e) Students shall follow the directions of teachers and other supervisors during the excursion.
- (f) Students who participate in an excursion are expected to complete, without penalty, any assignments and assessments missed in other subjects due to the excursion, within a reasonable time after the excursion, as determined by the student's teachers.

## EMERGENCY PROCEDURES CHECKLIST

### ACCIDENT

SEQUENCE	ACTION PLAN	RESPONSIBILITY	PLANNING NOTES
1	Account for all participants. Remove participants from further danger. Provide comfort and maintain supervision	Teacher in charge	
2	Assess the situation. Determine if immediate medical care or assistance is required.	Teacher in charge	
3	Call 911. Administer first aid or CPR as required.  Do not move victim if: <ul style="list-style-type: none"> <li>• unconscious</li> <li>• neck or back injury</li> <li>• significant loss of blood</li> </ul>	Teacher in charge	
4	Call school emergency contact. Review plan.	Teacher in charge	
5	Inform parent/guardian.	Principal	
6	Transport injured participant(s) to medical care as quickly as possible	Teacher in charge	
7	Send staff member or adult supervisor to hospital with injured participant(s). Contact principal from hospital with an update.	Teacher in charge	
8	Update principal.	Teacher in charge	
9	Keep ongoing written log of events and times when possible.	Teacher in charge	

\*Teacher in charge can delegate tasks 2, 6, 7, and 9 to supervisors

**Considerations in reporting an emergency:**

- State name of school/site.
- State name of caller.
- Describe the nature of the problem.
- Give telephone number where emergency is.
- Describe type and extent of injury.
- How many participants are injured.
- Describe the action taken.
- Specify needs (i.e., medical, transportation, supervision).



## EMERGENCY PROCEDURES CHECKLIST

### MISSING STUDENT

SEQUENCE	ACTION PLAN	RESPONSIBILITY	PLANNING NOTES
1	Inform teacher in charge immediately	Other supervisors	
2	Initiate search using only <u>known</u> adults. Do not leave other students unsupervised.	Teacher in charge	
3	Inform Principal (or designate) if student not found within 30 minutes of reported missing. Keep principal informed of any new developments.	Teacher in charge	
4	Inform local police.	Teacher in charge	
5	Await arrival of police before arranging the return of other students to school (or residence/dormitory).	Teacher in charge	
6	Inform parent/guardian.	Principal	
7	Inform supervisory officer.	Principal	
8	Deal with media.	Principal	
9	Other students must be returned to pre-arranged location within one hour of designated return time.	Principal	
10	Teacher must remain to provide information when police arrive.	Teacher in charge	

### **Health Coverage**

- Individuals who were born in Canada and reside in Ontario have universal access to the Ontario Health Insurance Plan (OHIP).
- Permanent residents (formerly referred to as landed immigrants) obtain OHIP coverage beginning 90 days after entry to Canada.
- Refugee claimants under Form 1442, consideration of Eligibility, are provided with the Federal Health Insurance Plan.
- Temporary Residents such as diplomats or guest workers do not have access to health coverage. Private health insurance must be purchased in order to have medical coverage.
- Where students do not have health coverage and an incident happens at school, OSBIE will reimburse parents for ambulance costs and the first day of emergency care at a hospital. Parents must present a paid invoice for these services to the school principal. The invoice and copy of the incident report are forwarded to OSBIE.
- Visa students have private health coverage as part of their fee to the TDSB.
- For families who remain in Canada after their refugee claim is rejected, or families who have been in the country without status, do not have health insurance. Private health insurance would be the only form of coverage that they can access.
- All parents or students may purchase accident insurance from Reliable Life starting at approximately \$2. This is distributed in September of each year for purchase

For students without insurance, there are Community Health Clinics in Toronto that will provide service. The following list, dated 2004 June 10, is provided for the assistance of school staff.

#### **Toronto Public Health Centres** *(as of 2004 June 10)*

##### **Access Alliance Multicultural Community Health Centre**

340 College Street, Suite 500

Toronto, Ontario

M5T 3A9

Canada

Tel: 416-324-8677

Fax: 416-324-9074

##### **Anishnawbe Health Toronto**

225 Queen Street East

Toronto, Ontario

M5A 1S4

Canada

Tel: 416-360-0486

Fax: 416-365-1083

**Anne Johnston Health Station**

2398 Yonge Street  
Toronto, Ontario  
M4P 2H4  
Canada  
Tel: 416-486-8666  
TTY: 416-486-6759  
Fax: 416-486-8660

**Bernard Betel Centre for Creative Living**

1003 Steeles Avenue West  
Toronto (North York), Ontario  
M2R 3T6  
Canada  
Tel: 416-225-2112  
Fax: 416-225-2097  
Web site: <[www.betelcentre.org/](http://www.betelcentre.org/)>

**Black Creek Community Health Centre**

2202 Jane Street, Unit 5  
Toronto, Ontario  
M3M 1A4  
Canada  
Tel: 416-249-8000  
Fax: 416-249-4594

**Centre médico-social communautaire**

22 College Street, Main Floor  
Toronto, Ontario  
M5G 1K3  
Canada  
Tel: 416-922-2672  
Fax: 416-922-6624

**Davenport Perth Neighbourhood Centre**

1900 Davenport Road  
Toronto, Ontario  
M6N 1B7  
Canada  
Tel: 416-656-6812  
Fax: 416-656-1264

**East End Community Health Centre**

343 Coxwell Avenue  
Toronto, Ontario  
M4L 3B5  
Canada  
Tel: 416-778-5858  
Fax: 416-778-5855

**Flemingdon Health Centre**

10 Gateway Boulevard  
Toronto (Don Mills), Ontario  
M3C 3A1  
Canada  
Tel: 416-429-4991  
Fax: 416-422-3573

**Four Villages Community Health Centre**

1700 Bloor Street West  
Toronto, Ontario  
M6P 4C3  
Canada  
Tel: 416-604-3361  
Fax: 416-604-3367

**Lakeshore Area Multi-Service Project Inc. (LAMP)**

185 – 5th Street  
Toronto (Etobicoke), Ontario  
M8V 2Z5  
Canada  
Tel: 416-252-6471  
Fax: 416-252-4474  
Web site: <[www.lampchc.org/](http://www.lampchc.org/)>

**Lawrence Heights Community Health Centre**

12 Flemington Road  
Toronto, Ontario  
M6A 2N4  
Canada  
Tel: 416-787-1661  
Fax: 416-787-3761  
Web site: <[www.lawrenceheightschc.on.ca](http://www.lawrenceheightschc.on.ca)>

**Parkdale Community Health Centre**

1229 Queen Street West  
Toronto, Ontario  
M6K 1L2  
Canada  
Tel: 416-537-2455  
Fax: 416-537-5133

**Planned Parenthood of Toronto**

36B Prince Arthur Avenue  
Toronto, Ontario  
M5R 1A9  
Canada  
Tel: 416-961-0113  
Fax: 416-961-2512  
Web site: <[www.ppt.on.ca](http://www.ppt.on.ca)>

**Regent Park Community Health Centre**

465 Dundas Street East  
Toronto, Ontario  
M5A 2B2  
Canada  
Tel: 416-364-2261  
Fax: 416-364-0822  
Web site: <[www.regentparkchc.org](http://www.regentparkchc.org)>

**Rexdale Community Health Centre**

8 Taber Road  
Toronto (Etobicoke), Ontario  
M9W 3A4  
Canada  
Tel: 416-744-0066  
Fax: 416-744-1881  
Web site: <[www.rexdale.on.ca/rchc/](http://www.rexdale.on.ca/rchc/)>

**South Riverdale Community Health Centre**

955 Queen Street East  
Toronto, Ontario  
M4M 3P3  
Canada  
Tel: 416-461-1925  
Fax: 416-461-3578

**Stonegate Community Health Centre**

150 Berry Road  
Toronto (Etobicoke), Ontario  
M8Y 1W3  
Canada  
Tel: 416-231-7070  
Fax: 416-231-2663  
Web site: <[www.stonegatechc.org/](http://www.stonegatechc.org/)>

**Central Toronto Community Health Centres**

Queen West CHC  
168 Bathurst Street  
Toronto, Ontario  
M5V 2R4  
Canada  
Tel: 416-703-8482  
Fax: 416-703-7832

**Shout Clinic**

467 Jarvis Street  
Toronto, Ontario  
M4Y 2G8  
Canada  
Tel: 416-927-8553  
Fax: 416-927-9365

**West Hill Community Services**

3545 Kingston Road  
Toronto (Scarborough), Ontario  
M1M 1R6  
Canada  
Tel: 416-284-5931  
Fax: 416-724-5205  
Web site: <[www.westhill-cs.on.ca](http://www.westhill-cs.on.ca)>

**Women's Health in Women's Hands**

2 Carlton Street, Suite 500  
Toronto, Ontario  
M5B 1J3  
Canada  
Tel: 416-593-7655  
TTY: 416-593-5835  
Fax: 416-593-5867  
Web site: <[www.whiwh.com](http://www.whiwh.com)>

**York Community Services**

1651 Keele Street  
Toronto, Ontario  
M6M 3W2  
Canada  
Tel: 416-653-5400  
Fax: 416-653-1696