



UNITED HERZLIA SCHOOLS

בתיה"ס המאוחדים הרצליה

HERZLIA PRE-PRIMARY PROCEDURES FOR OUTINGS

BEFORE THE FUNCTION

1. Decide on the outing
2. Inform Jeremy Broom about the outing
3. Inform parents about the outing.
4. Get permission slip signed
5. Ask parents about their availability to go on trips
6. Try to allocate a maximum of about 5 or 6 children per parent

JUST BEFORE LEAVING

7. Before leaving, check numbers and supply a list of children going to the security guard
8. Ensure that the security guard also has a list of cell phone numbers of the teachers and parents going
9. Parents should have comprehensive directions
10. It is necessary to ensure that the children are strapped in before leaving

AT THE DESTINATION

11. Parents must ensure the safe crossing of the road with their entrusted group
12. Try to keep the children controlled and monitored (Allow them to run, but ensure that each one is accounted for)
13. Supply each child with a sticker stating "*if lost please call...*" (with the school telephone number)
If necessary, the school will have the teachers cell phone number to call
14. Children should not have their names visible on the stickers.
15. Parents should try to stay with the allocated children.
16. Put children into buddy pairs or alphabetical order to ensure warning if someone leaves the group
17. Do regular spot checks to ensure that everyone is present
18. Before leaving the venue to return to school, take a register and headcount before leaving.

BACK AT THE SCHOOL

19. On returning to the school, ensure that all are there and that everything has been removed from the buses etc.
20. Wait with the children until they have been collected. This duty can be delegated, however the responsibility cannot be deferred.