HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

FORM 230-1B	
Adopted	August 2026
Last Revised	
Review Date	August 2031

ONTARIO OVERNIGHT EXCURSION PLANNING & APPROVAL

Instructions: Use this form for all excursions that are Overnight in Ontario. The process for completing this form should involve ongoing consultations with the Principal and Superintendent. If used, a final commitment to a travel agency should not be made until approval is secured. **To be submitted one month in advance of the trip date.**

Note on Waivers: Facility/site waivers are **not** to be signed by parents/guardians or staff. Contact Business Services for review.

1. EXCURSION OVERVIEW

School		**Date(s)/ Depart and Return Times** ☐ the selected dates do not conflict with other school events or excursions	
Lead Teacher-Supervisor(s) and phone numbers			
Destination & Accommodations Address & Contact Information			
Transportation Type and Contact Information.			
High Care Activities ☐ **Yes** ☐ **No**	If YES, OPHEA guidelines and requirements in the Excursion Chart Overview have been adhered to.		
Name and Contact Information for Travel Agency: ☐ **Tour Company** is an HPEDSB Approved Tour Company and is registered under the Travel Industry Act of Ontario(TICO).			

2. EDUCATIONAL PROGRAM PLANNING

Learning Objectives (Describe specific curriculum links and outcomes) Do the principles of the organization align with the priorities and values of HPEDSB and the Equity Action Plan? ☐ Yes ☐ No	
Student Preparation & Follow-up (Describe pre and post trip activities including progression of skills required for activities)	

3. PARTICIPANTS & SUPERVISION

Grade(s)		**Total Number of Students**	Female: _____ Male: _____Other:_____
Supervision Supervision List: ☐ To be provided ☐ Included	All supervisors must be aware of the complete itinerary and expectations and be willing to perform the role of a careful and prudent parent for the entire trip. Each supervisor must have their own accommodations. **Supervision Ratios:** JK-3 (N/A) | Gr 4-8 (1:10) | Gr 9-12 (1:15). RATIO_____ Supervisors of each gender must be present for mixed-gender groups. Please indicate your designated male and a female supervisor as required.		
Additional Teacher Supervisors			
Volunteers ☐ Procedure 498 Volunteer forms complete for each volunteer			

4. ORGANIZATIONAL & SAFETY CHECKLIST

Checklist Item	Done	To-Do	N/A
Site: Date of attendance and excursion details have been confirmed. If High-Care, check site is on the Approved Excursion Site List All paperwork required by the Site have been provided for approval	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐

Checklist Item	Done	To-Do	N/A
Itinerary: - Transportation Manifest with student names and numbers of students and adults by vehicle - Daily Itinerary and contact numbers for service providers - Group and Supervisor list by activity *Note: Form 230-6: Alternate Student Transportation and Itinerary Agreement, must be used for any individual student that requests to leave the group for part of the itinerary.*	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Informed Consent Forms: 230-2 or 230-3 include all necessary safety and conduct rules and have been completed and will be collected.	☐	☐	☐
Medical Information: Medical information from forms (e.g. 230-2, 230-3, 320-1) reviewed and accommodations are in place.	☐	☐	☐
Emergency Action Plan (EAP): - Room Manifest with names of all students and adults - Contact numbers of all supervisors and volunteers - Overnight supervision plan - Emergency procedures	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Qualifications: - Supervisors hold current certifications required for High-Care activities - Supervisors have access to First Aid Kit - Supervisors are familiar with location and have recent experience with activities planned	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Class and Supervision Coverage: Requirements submitted at least 5 school days in advance.	☐	☐	☐
Accessibility Needs: Student accessibility needs have been considered and addressed where possible	☐	☐	☐
Procedure 230: Reviewed and adhered to all out-of-learning expectations.	☐	☐	☐

5. FINANCIAL SUMMARY

Cost per Student	$	**Total Supply Teacher Costs**	$
☐ **Form 230-4: Comprehensive Financial Summary** is attached with itemized costs, income, and fundraising plans. Completed Summary must be submitted to the Principal no later than 2 weeks after the excursion.			

6. AUTHORIZATION & SIGNATURES

Role	Name and Signature	Date
Teacher-Supervisor		
Principal		
Superintendent		
Chief Executive Officer		

Ensure all supporting documents are attached to the submission for approval.