**Policy for off site trips**

* Any trips will be organised by the staff with the help of the committee
* There will be a minimum of 2 weeks from the letters going out to the trip taking place
* Consent forms will have a RSVP date on them and RSVP can be via email, the RSVP date will be a minimum of one complete preschool week to ensure all sessions are catered for
* Email RSVPs will need to specify the event and date of event, the name of child and that parental consent has been given.
* Any consent forms not received will allow the staff enough time to speak to individual parents/carers before the event to ascertain if consent is given or not
* Children who have not been given permission will be clearly identified and a contingency will be put in place for them to remain in session and still get the full benefits of a normal session with in the preschool