

1.0. School Administration

1.A. General

1.A. OFF-SITE EXCURSIONS AND EDUCATIONAL TOURS – OUT OF PROVINCE/OUT OF COUNTRY TRIPS REQUIRED INFORMATION

Adopted: August 30, 2016

Reviewed by Committee:

Policy Reference: EL-1.1/EL-1.8

Out of Province/Out of Country Trips - REQUIRED INFORMATION

Copies must be made available to the school principal, or acting principal, and to the superintendent's office prior to the start of the trip.

A. Participants and Chaperones General, Emergency and Medical Information:

(all of this information should be provided on a one pager for easy reference)

- a. Name (as shown on passport)
- b. Date of Birth
- c. Passport Number
- d. Passport Expiration Date
- e. Passport Issuing Country
- f. 6-digit Manitoba Health Registration Number (family) and 9-digit Personal Health Information Number (PHIN)
- g. Emergency Contact Name
- h. Relationship of Emergency Contact
- i. Phone (day)
- j. Phone (night)
- k. Email Address
- l. Allergies
- m. Medication
- n. Tetanus (or other depending on country)
- o. Physical Limitations
- p. Travel Insurance Information
- q. Physician Name
- r. Physician Phone Number
- s. Other

B. Organizing Tour Company/Travel Agency Information – eg. EF Tours

- a. Name of Company
- b. Name of Contact Person
- c. Phone Number of Contact Person
- d. Email Address of Contact Person

C. Airline Flight Information

- a. Date
- b. Departure Time
- c. Departure City
- d. Airline and Flight Number
- e. Arrival Time
- f. Arrival City

D. Detailed Itinerary for Each Day of Travel

E. Accommodation Information and Room Assignments

- a. Hotel Name
- b. Hotel Phone Number
- c. Hotel Email Address
- d. Dates of Stay at Each Location
- e. Names on Each Room Assigned

F. Contact Information for the Canadian Embassy for the Country(s) the Group is Travelling In.

G. Emergency and Evacuation Plans *(as provided by the tour company)*

All other requirements as outlined in the School Divisions Regulation and Procedure 1.0. School Administration 1.A. General 1.A. OFF-SITE EXCURSIONS AND EDUCATIONAL TOURS must be adhered to.