

Excursion Permission

Please note:

- All excursions must be child focused.
- All excursion forms must be submitted to the office *prior* to the excursion occurring.

Educator's name:		Educator's contact:	
Child's name:		Child's age:	

Date of Excursion:		Time spent travelling:	
Method of transport:		Dept. Time:	Ret. Time:
Requirements for seatbelts or safety restraints in your state or territory met?			
Total number of children attending:		under school aged	school aged
Total number of adults attending:		staff	other
A risk assessment has been completed:		Date of Risk Assessment:	

Pick up location and destinations (*list all; exact venue and address is required*):

Purpose of the excursion

Activities planned for the Child

How does this experience relate to your current program and/or how will you build on this experience?

During the excursion, will the child require?

Rest time		Morning tea	
Afternoon tea		Lunch	
If yes, how will these routines be accommodated?			
Cost:			
What to bring			

Educator Use	
<i>I understand that I must conduct this excursion in accordance with Queanbeyan Family Day Care policies and procedures, including conducting a risk assessment of the route and venue prior to seeking parental permission for the excursion.</i>	
Educator's signature:	
Date signed:	

Parental Permission - To be completed by Parent/Guardian	
<i>I understand the nature of the excursion my child/ren will be attending. I understand that a risk assessment has been prepared and is available at the education and care service. I understand that written policies and procedures for transporting children are available at the education and care service.</i>	
<i>I give permission for my child/ren _____ to participate in the excursion outlined on this form.</i>	
Emergency Contact No.:	
Parent/Guardian's signature:	
Date signed:	

Office Use Only	
Criteria met:	
Signature:	
Date signed:	