

## 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:

Total number of children attending:		under school aged		school aged
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Destination (Exact venue and address is required)
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Purpose of the excursion
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Activities planned for the Child
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How does this experience relate to your current program and/or how will you build on this experience?
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During the excursion, will the child require?
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Rest time	Morning tea
Afternoon tea	Lunch

If yes, how will these routines be accommodated?
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Cost:	No. of Adults:
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What to bring
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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 is attending. I give permission for my child _____ to attend the above excursion.</i>	
Emergency Contact No.:	
Parent/Guardian's signature:	
Date signed:	

Office Use Only	
Criteria met:	
Signature:	
Date signed:	