## Excursion Permission Form – Routine (regular outing)

##### A family day care educator must ensure that a child who is being educated and cared for is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided by a parent or other person named in the child’s enrolment record. If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period or when any of the circumstances of the outing may have changed. A routine excursion is a journey undertaken regularly, for example trips to library, park or playgroup.

##### All sections of the Excursion Permission Form – Routine **must** be completed for **each** routine excursion destination. Up to 4 destinations can be used on this permission form.

**EDUCATOR TO COMPLETE**

|  |  |  |
| --- | --- | --- |
| **Name of child/ren** | | **Date of birth** |
|  | |  |
| **Date of routine excursion permission** | **Agreement commences** |  |
| **Agreement ends** |  |
|  | **Destination 1** | **Destination 2** |
| **Destination location** |  |  |
| **Reason for routine excursion** |  |  |
| **The proposed activities to be undertaken by the child/ren during the routine excursion**  **(link to EYLF and MTOP)** |  |  |
| **How often will the routine excursion occur?**  **Daily, weekly etc** |  |  |
| **Day/s the routine excursion will occur** |  |  |
| **Description of details per day:**   * **start time and finish time/period of time child will be away** * **pick up location/starting point** * **Proposed route** |  |  |
| **The method and details of transport to be used for the routine excursion** |  |  |
| **Anticipated number of children attending the routine excursion** |  |  |
| **Anticipated ratio** |  |  |
|  | **Destination 3** | **Destination 4** |
| **Destination location** |  |  |
| **Reason for routine excursion** |  |  |
| **The proposed activities to be undertaken by the child/ren during the routine excursion**  **(link to EYLF and MTOP)** |  |  |
| **How often will the routine excursion occur?**  **Daily, weekly etc** |  |  |
| **Day/s the routine excursion will occur** |  |  |
| **Description of details per day:**   * **start time and finish time/period of time child will be away** * **pick up location/starting point** * **Proposed route** |  |  |
| **The method and details of all transport to be used for the routine excursion** |  |  |
| **Anticipated number of children attending the routine excursion** |  |  |
| **Anticipated ratio** |  |  |
| **Details of the requirements for seat belts and safety restraints to be met**  **Include the type of child restraint available to suit size and age of child, and if the parent will be providing the restraint** |  | |
| **Full names of adults who will accompany and/or be supervising the children on the routine excursions** |  | |

|  |  |  |
| --- | --- | --- |
| A risk assessment for each routine excursion has been prepared and sighted by the parent/authorised person | | yes  no |
| **Educator name** |  | |
| **Educator signature** |  | |
| **Date** |  | |
| **Scheme** |  | |

**PARENT or AUTHORISED PERSON TO COMPLETE**

|  |  |  |
| --- | --- | --- |
| I give my permission for my child/ren to participate in the routine excursions according to the details above.  I have sighted the risk assessment for each routine excursion. | Destination 1  Destination 2  Destination 3  Destination 4 | yes no  yes no  yes no  yes no |
| **Parent/authorised person name** |  | |
| **Parent/authorised person signature** |  | |
| **Date** |  | |
| **Contact phone number** |  | |
| In the case of an emergency, this person will be available if I am unable to be contacted | | |
| **Name** |  | |
| **Contact phone number** |  | |