

Parklands Community Preschool

Authorisation Form for Excursions (Regulation 102: Authorisations for Excursions)

Excursion Information	
Date of proposed excursion: / /
Address of the proposed excursion venue:	
This venue is approximately km in distance from the centre.	
Description of the proposed destination:	
The proposed excursion is:	<input type="checkbox"/> a once off occurrence <input type="checkbox"/> ongoing between the dates of / / and / /
Reason for the proposed excursion:	
Method of transport to the destination:	
Cost of excursion:	\$
Your child will participate in the following activities during the excursion:	1. Activity 2. Activity 3. Activity
Scheduled time of departure from the centre:	
Anticipated time of arrival to the venue:	
Scheduled time of departure from the venue:	
Anticipated time of arrival back to the centre:	
Anticipated number of children to be attending:	
Names of Staff/educators attending this excursion:	1. Name 2. Name 3. Name 4. Name
Number of other adults attending:	
Anticipated adult-to-child ratio:	

Names of accompanying staff members who have first aid:	1. Name 2. Name 3. Name 4. Name
A risk assessment has been prepared for this excursion and is available at the service upon request.	<input type="checkbox"/> Yes
Parental Authorisation for the proposed excursion	
Parent name:	
Child's name:	
Child's date of birth: / /
Date of excursion: / /
Destination of Excursion:	
I,(insert parent name) hereby give permission for my child,, to attend the proposed excursion to (insert venue).	
I agree to the following:	I understand that number of children and number of adults will be attending the excursion. I understand that a risk assessment has been prepared and a copy is available at my request I understand that my child will be travelling by <i>(insert transport mode)</i> to the venue I understand that my child will be away from the premises for approximately Hours. I understand that this excursion is a once-off/ongoing occurrence.
My emergency contact phone number for this date:	
I am able to provide assistance during the excursion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed:	
Date: / /