We Belong Family Day Care Regular Transport/Excursion Form 2018

Educator’s Name: …………………………………………… Mobile No: ……………….......................... Address: ………….…….………………………………………………………………...………………………

Educator Assistant’s Name and Mobile No (If Applicable): …………………………………………………………………………………....................................................................................................................

Risk Assessment has been completed for each excursion: Yes No Service notified of excursion: Yes No

*This form is to be completed annually or more often if changes occur. This form is solely for the use of daily or weekly travel which does not alter. Any alterations or additional non-regular travel needs to be filled out and signed on the Non Regular Excursion form. (Risk Management Worksheet to be completed for every excursion/outing)*

This form is to be completed before an excursion/outing takes place (to give parents prior notice) and returned to the office with the corresponding attendance record. Transport methods include car, train, bus, or walking

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| **Day/s of Week** | **Reason for Excursion and Activities Planned** | **Destination/Address**  | **Departure & Return** **Time** | **Other Adults Attending** | **Anticipated Ed/Child Ratio** | **Anticipated Number of Children Attending Excursion** | **Method of Transport & by Whom** | **Additional Info eg: If Educator Assistant collecting children** |
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I, ……………………………….…, give permission for ………….………...……...……… to take my child/ren, …….….……….……………………… on the above regular outings.

 (PRINT PARENT NAME) (PRINT EDUCATOR’S NAME) (PRINT CHILD/REN’S NAME)

Parent’s Signature: …………………………..… ………………….….. Date:.… ../… .../… … Educator’s Signature: ………………………………….………….…….…..