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PERMISSION FOR ROUTINE EXCURSIONS AND OUTINGS – PER CALENDAR YEAR.

Educators Name: Mobile No:

Childs Full Name: D.O.B:

I give permission for my child to be taken on the routine planned excursions as listed on the back of this form.

Starting from Date: until 31/12/20

Routine Excursion – means an excursion that is undertaken at least once a month to a particular place e.g. a weekly walk to the nearby library for story time, visiting another educator.

- Educators are required to have parent/guardian sign permission forms annually for routine excursion and list them on their daily routine and weekly program.
- Annual copies of routine excursion form will be provided to the scheme and parents or when changes occur eg additional venues etc.
- **Excursion Permission notes are valid until 31st December (of the same year of the starting date)**

Ratio: 1 adult/s for 4 child/ren under school age. 1 adult/s for 7 children/ren over school age (pls refer to excursion policy)

Adult ratio for any excursion where there is a significant water hazard is:- 1 adult for each child under 3, 1 adult for each 2 children aged 3 or more.

Name of person with life saving skills:

Please refer to definition in Transport policy for child restraints.

Signed (parent / guardian): Date:

Signed (educator): Date:

‘This information is being collected with the principles of the Privacy and Personal Information Protection Act 1998 and accordingly will only be used for the purpose of which it is being collected.’

PLEASE FORWARD TO THE OFFICE PRIOR TO PLANNED ROUTINE EXCURSION. EXCUSION RISK ASSESSMENT NEEDS TO BE INPLACE BEFORE PERMISSION NOTES ARE PROCESSED.

2 COPIES WILL BE RETURNED via THE CO-ORD (educ & parent copy)

OFFICE USE ONLY: COPIED BY (INITIAL) DATE

NAME OF VENUE VISITING	ADDRESS OF VENUE & PHONE NUMBER	REASON FOR EXCURSION	PERIOD OF TIME	DAYS FOR EXCURSION	MODE	RISK ASSESS COMPLETED & FORWARDED TO OFFICE
EXAMPLE BBFDC Playgroup	17 Brunswick St, Ballina 6686 7799	Scheme Playgroup	Leave at 10am. Return at 11.30am	Every 2 nd Tuesday	<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Walking <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Scheme Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No