

Routine Excursion/Transportation Permission Form

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 / or to transport them to a destination such as school/kindy drop-off or pick-up 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

EDUCATOR TO COMPLETE		Name of child/ren	Date of birth
Name of educator			
Agreement starts	10/2/2024		
Agreement finishes	10/2/2025		

PARENT/GUARDIAN TO COMPLETE			
I have sighted the risk assessment for each routine excursion, pick up and/drop off.	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have sighted the child car restraint information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/authorised person name			
Parent/authorised person signature			
Date			

Reason for excursion/drop-off or pick-up and proposed activities	Destination	When the drop-off or pick-up / excursion will occur	Start time and finish time or period of time child will be away from FDC	Method of transport (car, bus, walk)	Child to adult ratio (how many children may/will be attending)	Are child restraints required? (see child car restraint information)	Parent/guardian permission and initial
Physical playground activities and picnic lunch	Narnu Wirra reserve – Nailsworth	Weekly	Between 9.00am and 3.00pm for approx. 3 hours	Car	1:7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School pick up	Flinders Park primary school	Daily	Between 2.50pm – 3.30pm	Walking or car	1:7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School drop off	Flinders park primary school	Daily	Between 8.50am – 9.30am	Walking or car	1:7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exploring and learning about trains	National railway museum – Port Adelaide	Once a month	Between 9.30am and 2.30pm for approx. 4 hours.	car	1:4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Walking trails, exploring environment, physical play	Bellyet reserve – St Peters	Once a week	Between 9am and 1.00pm for approx. 2 hours	car	1:7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Story time and borrowing books	Prospect Library – Prospect	Mondays	10am -12.00pm	car	1:4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Physical activities	Flinders park school playground	Sat or sunday	Between 10.00 and 4.00pm for approx. 1 hour	Walk	1:7	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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