**x/x/2024 <update date>**

**Regular Excursion Permission Form - <Insert kindergarten name> Kindergarten**

This permission for regular excursions will apply to the following circumstances:

* Educator to children ratio will be 1 educator to 4 children at a minimum and a maximum of 3 educators to 30 children
* The mode of transport will be walking
* Excursions will be within a 5km <amend if required> radius of the kindergarten service
* Excursions will take place between 9.30am and 2.30pm for a minimum of 30 minutes to a maximum of 2 hours
* Excursion activities may include purchasing items at the shops, exploring nature (flora and fauna) at the park, reading activities at the library and local book shop, posting letters at the post office, learning about road safety, conducting fire drills and getting to know the local community.
* Destinations may include the local park, local shops (supermarket, bakery, book shop, post office, local school, town library, CFA, ambulance service and police station

During the year we cover many topics and areas of interest within the program. Most of the time these topics can be explored within the kindergarten setting, however, sometimes educators may feel that learning can be enhanced by leaving the service and exploring areas within our local community. When possible, a note will be sent home informing families of our plan to leave the service for an excursion, but at times these outings may be spontaneous.

All our local outings/excursions will be approved by our Nominated Supervisor to ensure that planning and safety measures have been checked. A risk assessment is also prepared for all excursions. A first aid kit will attend every outing, as well as a mobile phone, and any required medications. At times parent volunteers may be invited to attend.

To give permission for your child to participate in excursions outside of the kindergarten service, please complete the consent form (overleaf) and return to <Insert kindergarten name> Kindergarten.

**Regular Excursion Permission Form - <insert kindergarten name> Kindergarten**

**Child’s Full Name:** ……………………………………………………………………..

**Group:** ……………………………………………………………………………………

I give permission for my child to attend local excursions/regular outings - as approved by the Nominated Supervisor. I understand that the Nominated Supervisor has checked all planning and safety measures and a risk assessment has been completed. I understand that visiting the <insert town name> local community does not involve transport. I authorise the teacher in charge of the excursion to consent, where it is impractical to communicate with me, to my child receiving such medical treatment as may be deemed necessary and ambulance transport if necessary.

**Parent/guardian name (please print):** ………………………………………………

**Signed:** …………………………………………………………..………..………..……

**Emergency phone number:** …………………………………………………….……

**Date:** …………/…………/ 2024