



Newton Family Day Care

Approved Service ABN: 54601033756
Service Approval ID: SE-40004907
CCS Approval ID: 190007148B
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Non-Routine Permission Form

I _____ (parent/guardian) give permission to my child's Educator (name) _____, to take my child/ren (name/s) _____, on the following non-routine excursion.

Destination: _____

A description of the proposed destination for the excursion: _____

Reason the child is to be taken outside the premises: _____

The date the child is to be taken on the excursion: _____

The proposed activities to be undertaken by the child during the excursion; _____

The period the child will be away from the premises: _____

The anticipated number of children likely to be attending the excursion: _____

The anticipated ratio of educators to children attending the excursion: _____

The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion: _____

Requirements for seatbelts or safety restraints in NSW have been met. **Yes / No**

Means of Transport: ☐ Walk ☐ Car ☐ Bus

Items you need to take with you on an excursion at all times (please tick):

- ☐ First Aid Kit (fully stocked)
- ☐ Children's medication if required (e.g. Ventolin)
- ☐ Alternative hand washing products (e.g. hand sanitiser, wipes)
- ☐ Sunscreen
- ☐ Hats available for every child
- ☐ Nappies or change of clothes for children (if required)
- ☐ Children wear identification tags with the scheme and educators contact details
- ☐ Food (to be taken on excursion or to be provided at the venue)
- ☐ List of children attending excursion
- ☐ Contact information for each child (emergency contact list)
- ☐ List of adults participating in the excursion
- ☐ Mobile phone and/or other means of communication
- ☐ Other items (e.g. prams, baby capsules etc.)

NOTE:

Under No circumstances are routine or non-routine excursions to occur near or where there is any mass of water. This includes but is not limited to; the beach, pools, lakes, river etc. Trains are also not to be used as a mode of transport.

OUTINGS:

I give permission for my child/ren to participate in outings to places such as schools, playgroup, shops, local parks, libraries or other places of interests (permission forms will have to be signed for allowing children to leave the service). **Yes / No**

This form must be completed and submitted to Newton Family Day Care along with a completed risk assessment PRIOR to children attending any excursion or transportation. A copy of the risk assessment as well as written policies and procedures for transporting children are available at the education and care service should you request to see them.

Parent/Guardian Name: _____ Signature: _____

Educator Name: _____ Signature: _____

OFFICE USE ONLY

Received by: _____

Signature: _____

Date: ____/____/____