

Annual Excursion Authority Form Alderley Kindergarten

Dear Families,

In supporting and extending the children's learning, interests and engagement with the local community we will likely undertake a variety of small/local excursion/s throughout the year. Some of these may include:

- a wander out to the street front to see a fire engine, police vehicle, or other celebrations;
- a wander along our street to deliver notes to our neighbours;
- a trip over to our local Coles or post office; and/or
- a trip to a local park or playground.

A summary of these excursions (including a description of the proposed destination and description of proposed activities to be undertaken by the child/children) will be provided before each event. This annual permission is only for activities/experiences within our local Alderley area, as described above. For any excursions outside the parameters of this, a separate Authorisation Form will be issued (for example, for our larger annual excursion).

We are requesting your authorisation for your child(ren) to participate in these 'everyday excursions' for the period of **January 2024 to December 2024**. Families will be notified of exact dates of any excursion prior to the excursion, through communication via email/Storypark/directly from teaching staff. This will include the estimated departure from and return to Service time for the particular excursion, as well as any other relevant details.

Some additional information:

Over the year the excursion may take place for the time period range of:

Estimated Departure Time/s from the Kindergarten Service: 8:30am

Estimated Return Time/s to the Kindergarten Service: 2:30pm

The maximum length of time for any excursion will be: 5 hours

Method of Transport (and if applicable information on the use of seatbelts or child restraints):

We usually travel by bus for our larger annual excursion, however in this instance, for our smaller, local excursions, we would travel by foot.

The anticipated number of children likely to attend the excursions: 88 (44 at each end of the week)

The anticipated ratio of Educators (Staff) to the anticipated number of children attending the excursions is: 4 – 6 Educators (Staff) to 44 Children.

The anticipated number of staff and any other adults who will accompany and supervise the children on the excursions will depend on each individual excursion type. We always welcome parents to attend - please indicate if you could be open to assisting us in meeting the required child:adult ratio through attending these excursions, when required: Yes / No

Cost of Everyday Excursions: - _____

What children (and accompanying adults) need to bring (e.g. clothing and footwear specifications, food and drink provisions): This will depend on each individual excursion – we will advise at the time.

A Risk Assessment and management strategies for these excursions will be completed and be available from the Service prior to the excursion and will be placed near the sign in area for families to view.

Authorisation:

(This authorisation can only be given by a parent/guardian or other person named in the child's Enrolment Form as having authority to authorise the taking of the child outside the education and care service premises).

I (name) _____ **give consent for** _____ (child's name) to participate in the regular excursions for the period as outlined above and understand that unless otherwise advised, this permission is for the excursions as described, up until the conclusion of the Kindergarten Program in December this year.

Signature: _____ Date: _____

Additional information about my child to support staff and adults during the excursions (e.g. medical requirements, known fears):

I (name) _____ **do not give consent for** _____ (child's name) to participate in the regular excursions for the period as outlined.

Comment (main reason for not providing consent):

Signature: _____ Date: _____