

## ACT Public Preschool Local Walks and Regular Outings Permission Note

Dear parents and carers,

The following details relate to an excursion/activity that has been organised for your child. If you have any concerns about this excursion/activity, or related cost, please contact the principal on 61420077.

Name of Excursion/Activity	ACT Public Preschool Local Walks and Regular Outings Permission Note
<b>Location</b>	The local Latham neighbourhood
<b>Purpose</b>	During the Preschool year the students may be taken on incidental walks as part of the Preschool Program. The walks may include local areas such as the shops, local nature parks, the local letterbox etc.
<b>Classes/Year Groups Participating &amp; anticipated number of students</b>	Preschool 22 students
<b>Date</b>	Current school year 2020
<b>Time</b>	Anytime between 9:00am – 3:00pm
<b>Transport</b>	Walking
<b>Cost</b>	<b>No cost</b>
<b>Due Date</b>	<b>Friday 3 July 2020</b>
<b>Teacher in Charge</b>	Gavin Molyneux and Sandy Newberry
<b>Additional educators:</b>	Cheryl Purcell, Katrina Percival and Miho South
<b>Intended ratio of educators and students:</b>	1:11
<b>Additional Information including reason for excursion/links to Curriculum /proposed activities</b>	A risk assessment has been developed for this excursion and is available upon request.  Emergency contacts and procedures in the event of an emergency, an emergency contact list is taken on each regular outing

*I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion. I agree that my child will be under the authority of the school for the duration of the regular outing and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.*

# Permission & Payment Note

## Name of Excursion/Activity:

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_

I understand that the authorisation that I am giving allows my child participation in regular outings including local walks from the preschool site in the local neighbourhood.

## Medical consent

Your child's medical status must be updated regularly when needed and an updated *Medical Information and Consent Form* is required to be completed.

A *Medication Authorisation and Administration Record* must be completed if needed.

I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment), in an emergency.

**If there are any medical condition that may affect your child on this excursion, please give details below.**

Medical condition: \_\_\_\_\_

**If there is any additional information you need to provide to support your child's participation in this excursion, please give details below.**

**I have read the attached information regarding this excursion and understand what it contains.**

Full Name of Parent/Carer (please print): \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

**Please return permission note to the front office or classroom teacher by Friday, 3 July 2020**

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions, and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion in order to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.