





Educator Name	Test Educator
Excursion type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Irregular
Regular outing (excursion): means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing. Note: If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period	
Irregular excursion date	
For regular excursions day of the week A separate authorisation for each day of the week is required	<input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Frequency of Excursion If this is fortnightly or monthly excursion please attach a calendar of excursion dates	<input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Term time only  Map attached
Destination and address	Jessica park - Butterfly garden Nicklin Way, Kawana
Proposed activities to be undertaken by the child during the excursion	Ball games, picnic for morning tea, use playground equipment, explore the garden, observe wildlife
Estimated departure time to the destination: 0900	Estimated arrival time: 0910
Estimated departure time from the destination: 1130	Estimated arrival time: 1140
Means of transport	car
Total number of children involved in the excursion	4
Have requirements for seatbelts or child restraints been met for each child?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.	1 Educator
Educator to child ratio	1:4

### CHILDREN ATTENDING

CHILDS NAME	CHILD RESTRAINT USED	NAME OF PARENT	PARENT SIGNATURE
Jim Smith	Front Facing	Joan Smith	
John Smith	Front Facing	Joan Smith	
Jenny Smith	Rearward Facing	Joan Smith	
Jo Smith	Booster Set	Joan Smith	

A risk assessment has been prepared and is available at the service upon request

# 2024

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3							1	2			1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9		7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16		14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23		21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30		28	29	30				
May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1		1	2	3	4	5	6				1	2	3		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31					25	26	27	28	29	30	31
							30																					
September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30		29	30	31				