





Educator Name	<input checked="" type="checkbox"/> Test Educator		
Excursion type	<input 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	<input checked="" type="checkbox"/>		
For regular excursions day of the week A separate authorisation for each day of the week is required	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/>		
Frequency of Excursion If this is fortnightly or monthly excursion please attach a calendar of excursion dates	<input type="checkbox"/> Weekly <input 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	<input checked="" type="checkbox"/> 4		
Have requirements for seatbelts or child restraints been met for each child?	<input 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

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				