

# YMCA Victoria – Excursion & Regular Outing Authorisation Form



**Centre/Service name:** Ashburton Pool and Recreation Centre Vacation Care Program

**Child's name:** .

**Reason for child to be taken outside the premises:**

Part of the Vacation Care Programs planned activities

**Date of excursion:** 6th January 2020 – 31st December 2020

*(if the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period, so on the line above state the period of authorisation validity, for example 27<sup>th</sup> July 2018 to 27<sup>th</sup> July 2019)*

**Excursion venue address:** 7 Samarinda Avenue, Ashburton VIC 3147

**Description of the destination for the excursion (for example, sports field, park, museum etc.):**

Warner Reserve

**Method and details of transport including information on safety restraints if necessary:**

Walk

**Proposed activities during the excursion:**

Free play, organised games, organised sports

**We will be away from the Service from:**

Between the times of 9.00 AM ☒ PM ☐ to 6.00 AM ☐ PM ☒

**Anticipated number of children attending the excursion:** Up to 60

**Staff to child ratio during the excursion:** 1 Educator to 15 children plus one educator who is not in ratio

**Anticipated number of staff (as well as any other adults) accompanying and supervising children during the excursion:** At least 5 educators

**A Risk Assessment has been prepared for this excursion and is available at the Service, which includes provisions for inclement weather.**

Where practical a minimum of 24 hours' notice will be given to families regarding any excursions or changes to excursions. The YMCA acknowledges this may not be possible if an excursion is cancelled due to weather conditions on the day.

**Any specific clothing, food or equipment requirements for the child:**

Closed toe shoes, hat, sunscreen, weather appropriate clothes

**Parent/Guardian Consent:**

I have read all of the above information provided by YMCA Victoria in relation to the outlined excursion.

I give permission for my child \_\_\_\_\_ (insert child's name) to attend the excursion detailed above.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian/emergency contact numbers on day of excursion:**

\_\_\_\_\_

*This authorisation must be completed by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises as detailed above.*