



PERMISSION FOR EXCURSION

The children will be going on an excursion to Eurobodalla Botanic Gardens.
on Tuesday 6th October. (N.B. First day back after the holidays!)

We will be departing Preschool at 9.45 am and returning at approximately 2.00 pm.

Method of transport - Coach (Seatbelted)

The cost will be \$8.00 per child.

In accordance with the Education and Care Services, National Regulations and Preschool Policies, we require at least 1 supervising adult for each 4 children. If you can accompany us as a supervising adult please let us know ASAP. (N.B. You are welcome to come along with younger children, but in this circumstance cannot be considered a supervising adult.)

Please see the Volunteer Helpers - Guidelines for Excursions on the back of this note.

Staff accompanying the children with first aid qualifications are - Cathi Young, David Farrell, Brigitte Warburton and Jess Dwyer.

The phone number on which we can be contacted is 0474471201.

This excursion aims at providing an opportunity for the children to further develop an appreciation and understanding of:

- A social outing with their peers
- Travelling on a coach/bus
- Participating in environmental learning activities at the Botanic Gardens (e.g. birds and nest making and a bug survey)

(A copy of the risk assessment for this excursion is displayed in the locker room.)

Please send a water bottle and morning tea for your child in a labelled container or bag.
They will not need to bring lunch as we will be sharing a "sausage sizzle". It would also be appreciated if you could apply their sunscreen at Preschool in the morning.

Please sign and return the attached note to Preschool to enable your child to attend.

..... **CUT HERE**

I hereby give permission for my child/ren _____
to attend the excursion to _____ with Moruya Preschool
on _____

Please find payment of \$_____ enclosed.

Parent/Guardian name (please print) _____

Parent/Guardian Signature _____

Your contact phone number for the day _____



Volunteer Helpers – Guidelines for Excursions

Dear Parents and Carers,

Thank you for volunteering to help us with our excursion. Below are some points outlining your role and responsibilities. If you have any concerns or queries at any time, do not hesitate to talk to the staff members.

- You are responsible to the staff members accompanying the children today, so please follow their instructions.
- Children are usually divided into small groups and allocated to an adult for supervision. In this case, PLEASE BE VIGILANT AND MAKE SURE YOU KNOW WHERE THE CHILDREN IN YOUR GROUP ARE AT ANY TIME. DO NOT ALLOW THEM TO WANDER OFF ALONE OR WITH OTHERS UNLESS CLEARED TO DO SO BY THE EDUCATOR IN CHARGE OF THE EXCURSION.
- Notify a staff member immediately if a child in your group becomes separated from the group or you do not know where s/he is.
- Look out for anything that might hurt or threaten yourself or anyone in the group and notify staff about it.
- Notify a staff member if a child seems unwell, unduly anxious or frightened. Be alert for signs of allergies or medical conditions such as asthma, anaphylaxis, fitting etc. (NB you are not expected to administer first aid or be responsible for a child who becomes unwell. You are expected to make sure that the staff members know about your concerns).
- Help with control and discipline of children in a positive manner; do not use any form of physical control or verbal abuse to manage child behaviour.
- Seek staff members' help and advice if a child's behaviour is dangerous or unusually difficult.
- Do not take children to the toilet unless a staff member is with you or the child is your own. Tell staff members if you are taking a child away from the group.
- Do not take unnecessary risks.
- Make sure you follow the directions of the Educator in charge in the case of an emergency evacuation. Take particular care to supervise your group of children in this circumstance.
- Other considerations – child thirsty, hot/cold, upset, overwhelmed, needing the toilet.
- Dress and behave sensibly and responsibly.
- Sign "in & out" in the Visitors Book.