

Playcentre Aotearoa's Excursion Form



For **Special Excursions** the completed form remains with the contact person for the duration of the excursion and **is then filed on site at the Centre**. Remember to email the Regional office to give them basic details of this excursion (email addresses can be found on the Playcentre website).

For **Regular Excursions** from the Centre (returning to the Centre, during all or part of a session) the completed form remains at the Centre next to the Sign In Sheet for the duration of the excursion and **is then filed on site at Centre**.

Excursion to:	Date of excursion:	Cost:
Means of transport:	Departure time:	Return time:
Objective:	Depart from:	Return to:
Adult:child ratio: 1:1 / 1:2 (near water) / 1:3 / 1:4 / 1:5	Contact Person and Phone Number (during excursion):	
First Aider on Excursion:	First Aid kit taken: Yes / No Yes	
Organiser:	Clothing required:	
Persons Responsible signature:	Food and drink required:	
Safety briefing with tamariki done by/ when/ where:		
First Aider remaining at Centre (if tamariki still at centre):	Risk Assessment and Management Form: (attached) Yes	

*May be a Restricted License if transporting own children ONLY, and the driver follows the requirements of that license type.



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ADULTS ATTENDING (including training level and if First Aid qualified)	DRIVERS The following drivers confirm their private vehicle has a current WOF and NZTA Registration and each driver holds a full drivers license* – please sign	TAMARIKI PARTICIPATING (for Regular Excursions confirm permission has been provided at enrolment, if not the child must stay at Centre.)	SPECIAL NOTES for each child (E.g. allergies, special needs for the excursion)	EMERGENCY CONTACT NAME & TELEPHONE NUMBER for each child and adult	CONFIRM RAMS FORM has been read, agree to terms of this excursion including the set ratio and give permission for child/ren to participate (parent/whānau to sign)	ADDITIONAL PARENT PERMISSION FOR CHILD TO TRAVEL IN CAR OF ANOTHER ADULT - SIGNATURE <i>Please note and sign any special additional parental permission</i>

