REQUIRED FOR LICENSING

Playcentre Aotearoa

Regular Excursion Form

Licensing Criteria for Centre-Based Education and Care Services 2008 (amended 20 April 2026): HS113

Regular Excursion: Excursions that parents have agreed to at the time of their child's enrolment, or subsequent to it, that are part of an ongoing planned and consistent routine of education and care.

For **Regular Excursions** that are within walking distance 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 regular excursion and **is then filed on site at Centre for 2 years.**

Regular Excursion to:	**Date of excursion:**	**Cost:**
	Departure time:	**Return time:**
Objective:	**Depart from:**	**Return to:**
Adult: child ratio: 1:1 (in water)/ 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** ☐	
Organiser:	**Risk Assessment and Management Form: (attached)**	
Persons Responsible signature:	**Is approval confirmation for this regular excursion attached to RAMS?**	
Safety briefing with whānau / tamariki done by/ when/ where:		
First Aider remaining at Centre (if tamariki still at centre):	**Confirmation that your First Aider remaining at Centre understands responsibilities of this role: Yes** ☐ **No** ☐ **-** your AL will contact you about training.	

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COMPLETE FOR EVERY REGULAR EXCURSION					COMPLETE FOR EVERY REGULAR EXCURSION				
ADULTS ATTENDING (including training level and if First Aid qualified)	**Time adult/child joins regular excursion**	**Time adult/child leaves regular excursion**	**TAMARIKI PARTICIPATING** Has regular excursion parent/caregiver acknowledgement been signed and RAMs seen and understood	**SPECIAL NOTES for each child** (E.g. allergies, special needs for the excursion)	**ADULTS ATTENDING** (including training level and if First Aid qualified)	**Time adult/child joins regular excursion**	**Time adult/child leaves regular excursion**	**TAMARIKI PARTICIPATING** Has regular excursion parent/caregiver acknowledgement been signed and RAMs seen and understood	**SPECIAL NOTES for each child** (E.g. allergies, special needs for the excursion)

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9.7.1.1 Regular Excursion Form
Reviewed and Updated: August 2026
Revision: 4
Next Review: August 2029