REQUIRED FOR LICENSING

Playcentre Aotearoa

Special Excursion Form

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

Special Excursion: Excursions that parents have agreed to prior to the excursion taking place, that are not a regular excursion.

For **Special Excursions** from the Centre (whether returning to the centre or being away from the centre for the whole session) the completed form is taken by the Person Responsible to the special excursion for its duration and is **then returned to the centre and filed on site at Centre for 2 years.**

Special Excursion to:	**Date of excursion:**	**Cost:**
If applicable - means of transport:	**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 ☐**	**Clothing required:**
Organiser:	**Is approval confirmation for this special excursion attached to RAMS?**	
Persons Responsible signature:	**Risk Assessment and Management Form: (attached)**	
Safety briefing with whānau / tamariki done by/ when/ where:	**Food and drink required: own lunchboxes and water bottles**	
Qualifications/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.	

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

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ADULTS ATTENDING (including training level and if First Aid qualified)	**DRIVERS** confirm their private vehicle has a current WOF and NZTA Registration, each driver holds a full driver's licence, and all children will be restrained as required by land transport legislation* - **please sign)**	**TAMARIKI PARTICIPATING** In special excursion	**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 special 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** *Please note and sign any special additional parental permission*

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