

Excursion Information for Parents

Dear Parents and Carers,

The following details relate to an educational excursion to Lyneham Preschool, Garling St Lyneham which is being organised for Lyneham and Downer Preschools. The students in Lyneham and Downer preschool groups will have the opportunity to participate in the Healthy Harold wellbeing program in term 2. This incursion links in with our planning and interests focussed on health and wellbeing.

Dates/time: Wednesday 28th June

This is combined event held at 10.00am and 11.00am with Downer preschool students staying at the Lyneham preschool site all day

Transport: Parents from Downer preschool will need to drop their child off at 8:45am and collect at 2:45pm from Lyneham Preschool. Lyneham Preschool students attend as per a usual session.

Adult/Child Ratio: Normal adult-child ratio. We are anticipating 42 children attending; Unfortunately, we cannot invite parents and siblings.

Supervising Staff: Jennifer Rolph, Susan Camden-Smith, Anne Mahony, Gladys Omari and Diane Ueckert Smith

What to Bring: Children are required to wear their usual attire for play at preschool. Please provide your child with a healthy morning tea and lunch with a water bottle. Parents please label all of your child's belongings to assist staff in daily care of children.

Cost: \$12

The school has made every effort to keep cost for this excursion at a minimum level. If necessary, parents or students can confidentially discuss support to meet the cost of the excursion with the Principal. Please contact the front office if you would like to speak with the Principal.

Notes and money to Lyneham Primary front office by: Friday 23rd June 2023

Excursion Risk Assessment: An incursion risk assessment is available for viewing at the preschool.

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

In the case of travel by private car, include where appropriate:

It is the responsibility of the driver to ensure that he/she carries the required driver's licence, that the vehicle is registered and insured, is roadworthy, and the number of passengers does not exceed the seat belt provision of the vehicle.

Kind Regards,

Merryn O'Dea
Principal

Excursion Permission Note for Parents

I give permission for my child _____ in year _____ to attend the Lyneham and Downer Preschool excursion to Lyneham Preschool on Wednesday 28th June 2023 travelling by own transport and other details as outlined in the Excursion Information for Parents. **I understand that I am responsible to drop off my child at 8:45am and collect my child at 2:45pm, if my child is from Downer preschool.**

I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for expected behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion.

I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.

The *Medical Information and consent form* only needs to be completed once/year prior to the first excursion unless there are changes to the details on this form. Are there any changes to this form?

Yes ☐ No ☐

If yes, an updated *Medical Information and Consent Form* is required to be completed (available through the front office).

Will your child require medication to be administered during the excursion (e.g. allergy medication, pain relief)?

Yes ☐ No ☐

If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office).

Is there any additional information you need to provide to support your child's participation in this excursion?

Yes ☐ No ☐

If yes, please provide these details

Medicare No:		Private Health Fund:		Membership No	
Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.					

Name of Parent/Carer: (please print) _____

Signature: _____ Date: _____

PAYMENT SLIP – Healthy Harold Cost: \$12

I am paying the amount of \$ _____ Student Name: _____

☐ Credit Card – by telephone to the school office _____, via the payment tab on our school website or by completing your details below and returning to the school office

Card No: _____ Expiry Date: _____

Name on card (*Please print*): _____ Signature: _____

☐ Cash at the school office

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (www.det.act.gov.au) on the About Us page.