



# BAY ISLAND Early Learning & Care

172 High Central Road, Macleay Island Queensland 4184  
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22/06/2020

Dear Parents and Carers,

We will be attending an excursion on Friday 3<sup>rd</sup> of July for our vacation care program to Macleay Island Rural Fire Brigade. This is a permission form for your child to be escorted by the Bay Island Early Learning and Care Kindergarten Staff to and from Macleay Island Rural Fire Brigade.

We will leave the centre between 9.30am and 10.00am, travelling to Macleay Island Rural Fire Brigade on the Bay Island Early Learning and Care courtesy bus. At the entrance to the car park we will turn Right along High Central Road following it straight to the Fire Brigade, turning right into 276 High Central Road and parking in the car park provided, we will then enter the Fire brigade premises between 10am – 10.45am. Once there we will have morning tea and participate in activities provided. At the end of the session we will return to the centre on the Bay Island Early Learning and Care courtesy bus, travelling the same route in reverse. We will arrive back at the centre between 12.00pm and 1.00pm.

An excursion risk assessment has been documented. The staff: child ratio is in accordance with the Education and Care Services National Regulations 2011, the services excursion policy and the risk management plan prepared for this excursion.

If you would like your child to participate in these events please detach and sign the permission form and return ASAP

**\*\*Please ensure your child has a broad brimmed hat and closed in shoes to meet with Excursion Policy and Procedures.**

## *Permission Slip*

I \_\_\_\_\_ give my child/ren \_\_\_\_\_ permission to attend Macleay Island Rural Fire Brigade on Friday the 3<sup>rd</sup> of July 2020. We will leave the centre between 9.30am and 10.00am, travelling to Macleay Island Rural Fire Brigade on the Bay Island Early Learning and Care courtesy bus. At the entrance to the car park we will turn Right along High Central Road following it straight to the Fire Brigade, turning right into 276 High Central Road and parking in the car park provided, we will then enter the Fire brigade premises between 10am – 10.45am. Once there we will have morning tea and participate in activities provided. At the end of the session we will return to the centre on the Bay Island Early Learning and Care courtesy bus, travelling the same route in reverse. We will arrive back at the centre between 12.00pm and 1.00pm.

An excursion risk assessment has been documented. The staff: child ratio is in accordance with the Education and Care Services National Regulations 2011, the services excursion policy and the risk management plan prepared for this excursion.

Parent / Carer Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_