

TIMETABLE OF ROUTINE EXCURSIONS FOR: _____ (Educators Name)						
<input type="checkbox"/> Week 1		<input type="checkbox"/> Week 2		<input type="checkbox"/> Week 3		<input type="checkbox"/> Week 4
(*Please tick the weeks that this timetable refers to)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
School: (name) Time away: _____ am to _____ am	School: (name) Time away: _____ am to _____ am	School: (name) Time away: _____ am to _____ am	School: (name) Time away: _____ am to _____ am	School: (name) Time away: _____ am to _____ am		
Other Routine Excursion location: Time away: _____ to _____	Other Routine Excursion location: Time away: _____ to _____	Other Routine Excursion location: Time away: _____ to _____	Other Routine Excursion location: Time away: _____ to _____	Other Routine Excursion location: Time away: _____ to _____	Other Routine Excursion location: Time away: _____ to _____	Other Routine Excursion location: Time away: _____ to _____
School: (name) Time away: _____ pm to _____ pm	School: (name) Time away: _____ pm to _____ pm	School: (name) Time away: _____ pm to _____ pm	School: (name) Time away: _____ pm to _____ pm	School: (name) Time away: _____ pm to _____ pm	I declare that I complete a visual risk assessment on each visit to the above venues. Signature of Educator: _____ Date: _____	

Routine Excursion, in relation to a children's service, means an excursion that is undertaken at least once a month to a particular place in the locality of the place where the service is provided: An example of a routine excursion is a daily walk to a nearby park or to a nearby library to borrow books. (Children's Services Regulation 2004 amendment 2010, Schedule 2 Dictionary p.105)

* If you carry out excursions on different days of each week in a month you will need to complete a timetable for each week of the month, for example if you go to playgroup every second week.

A copy of this form must be sent to the Coordination Unit to be placed on your file. Please note that all Routine Excursions must be included on your Program and parents must be informed the care day before and again on the day that their child will be attending the excursion.

If there are any variations to the above, the coordination unit must be notified prior to a routine excursion being carried out on a different day or where a routine excursion has been cancelled – please phone the coordination unit on 49921877, 65723810 or 49907402 (if phone not answered please leave a message) or send an email to cessnockfdc@samaritans.org.au