

Educator Routine Excursion Information Form

This form needs to be filled out every school term in order for the Office to know where Educators will be on ANY given day of the week while on routine excursions. This includes school drop offs / pickups, visits to other Educators Homes, play sessions.

Educators Name _____

Term _____

Dates _____

Day of the week	Destination	Risk Assessment Completed	Travelling Car/ Walk	Time of Excursion
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				