



12 August 2024

Dear Parents/Carers,

The following details relate to an educational excursion to the Chapman Shops which is being organised for students in preschool group Frogs.

Purpose:	<p>To complement the EYLF Learning Outcomes <i>Children are connected with at contribute to their world</i> and <i>Children have a strong sense of wellbeing</i> students in our Frogs group will be walking to Chapman Shops to visit the Mon Perry Bakery and SupaExpress establishments.</p> <p>While visiting Mon Perry Bakery, the students will walk around the working space in the bakery, learning about and experiencing what a baker does. The baker will provide each child with a cookie and babycino which will be transported back to preschool by staff for them to enjoy. Students are asked to have \$2 with them at this excursion to experience making a purchase in the bakery.</p> <p>While visiting the SupaExpress we will walk through the shop past the fruit and veg, meat, dairy and bread sections, following up on our learning, <i>what helps us grow</i>, and to offer some exposure to different food items.</p>
Day/Date:	Wednesday 4 September 2024
Timetable:	<p>Departing Chapman Primary School at 1:30 pm Arrival at Venue at 1:35 pm Departing Venue at 2:00 pm Returning to Chapman Primary School by 2:05 pm</p>
Venue:	Mon Perry Bakery & SupaExpress, Chapman Shops, Perry Drive Chapman
Transport:	Walking
Cost of excursion:	Nil
Proposed Purchase	<p>\$2.00 in small, labelled bag.</p> <p>In preparation for our visit, the Baker at Mon Perry will be making a cookie and babycino for each student to make a purchase. All nutritional requirements will be catered for.</p> <p>These items will be brought back to the preschool for children to have when they return.</p> <p>If you are happy for your child to purchase a cookie and babycino please ensure they bring a \$2 coin with them to preschool on the day. Due to financial security restrictions our staff cannot hold money onsite ahead of this excursion and we ask that you provide this money in a small bag labelled with your child's name on the day of the excursion.</p> <p>If you prefer your child does not make this purchase please speak with the preschool team and indicate this on your permission form so a management plan can be put in place.</p> <p><i>If you are experiencing financial difficulties please confidentially discuss support to meet this cost with the Preschool Team.</i></p>

Medical Requirements	The attached Medical Information and Consent Form must be completed and returned with the attached permission form. Students Know Medical Condition Response Plans and medication which are held at preschool will be transported to this excursion. If you have any questions or concerns about other medical needs or medications please talk with your preschool team or the school front office.		
Permission due by	Tuesday 27 August 2024		
Group size	22	Educator to Child Ratio:	1:4
Teacher in charge:	Michelle Abrahamffy		
Accompanying Staff	Michelle Abrahamffy, Sarah D’Abrera, Madi McWhirter, Belinda Bacon, Tanya Waters and Amy Jager		
Expected number of Volunteers & Staff	6		
What to bring	Sunsmart hat and weather appropriate jacket.		
What to wear	Usual preschool clothing		
Excursion Risk Assessment:	A Risk assessment has been developed for this excursion and is available from the preschool or the school front office.		
Emergency Contact for this excursion: Chapman Primary School 02 6142 2400			
Contingency:	Should the excursion not proceed on the date/s listed above, it will be postponed until a later date where possible, or cancelled and full refund offered.		
Behavioural Expectations:	Students are expected to demonstrate Chapman FRIENDS values and the PBL expectations of being safe, responsible and respectful.		

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.

For your child to attend, please return the completed permission form and Medical Information Consent form to your child’s preschool teaching team by Tuesday 27 August 2024.

Kind regards

Belinda Bacon
Deputy Principal & Preschool Team Leader

Michelle Abrahamffy & Madi McWhirter
Preschool Teaching Team

Chapman Primary School Excursion Permission Form
FROGS PRESCHOOL CHAPMAN SHOPS EXCURSION

This signed consent form must be returned to your child’s preschool teaching team by Tuesday 27 August 2024.

I give permission for my child _____ in class the Preschool Frogs group to attend the preschool excursion walking to Mon Perry Bakery and SupaExpress establishments at Chapman Shops, Perry Drive on Wednesday 4 September 2024.

- I consent to my child making a \$2 purchase of a specially prepared cookie and babycino from Mon Perry Bakery during this excursion.
 - o I will ensure my child has \$2 in a small, labelled bag on the day of this excursion.
- My child does not have food allergies or restrictions.
- My child cannot have the following foods or ingredients due to food allergy or restrictions for other medical, dietary or cultural reasons _____
- I **DO NOT** want my child to participate in this purchase.

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.

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.

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.

- I have attached the completed Medical Information and Consent Form with this permission.

Will your child require medication to be administered at this excursion? Yes No

If **yes**, is this medication and accompanying plans held at the preschool? Yes No

If **No**, a please speak with your child’s preschool team to make the necessary arrangements for staff to be able to administer required medication.

All Medical Plans and Medications held at the preschool will be taken to this activity.

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 below.)

Please provide the following information:

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:** _____

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.