

## Field Trip or Other Off-Premises Activity Notification/Permission Child Care Centers

**Use of form:** Use of this form is voluntary; however, completion of this form meets the requirements of DCF 250.04(6)(a)2., DCF 251.04(4)(a)4. and 251.04(6)(a)4., and DCF 252.41(4)(a)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. This form may be used both to notify parents of the specific date, time, and destination of field trips which require the use of a vehicle and to obtain parental authorization for a child to participate in and be transported to and from a field trip. Note: The *Child Care Enrollment* form also contains a section for obtaining authorization from a parent to participate in field trips if the center chooses to use that form.

**Instructions:** Complete the form and submit to the parent / guardian for their signature prior to the date of the upcoming field trip.

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Center or Day Camp Name

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Child's Name

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Date(s) of the Field Trip or Other Activity

Departure Time

Estimated Return Time

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Destination, including length of travel time each way

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Type of transportation:

Center vehicle

Parent / volunteer vehicle

Contracted vehicle

Public transportation

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I authorize the child care center / day camp listed above to take my child on a field trip or other off-premises activity on the date(s) indicated.

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Parent or Guardian **SIGNATURE**

Date Signed