

## 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.

Name – Center or Day Camp Homestead Learning Center @ Trailside and Woodfield		Name – Child	
Date(s) – Field Trip or Other Activity Any dates during summer of _____	Departure Time TBA	Estimated Return Time TBA	
Destination, including length of travel time each way  All specific details of field trips, including destination, dates, and times will be given to parents prior to dates of field trips		Type of transportation: <input type="checkbox"/> Center vehicle <input type="checkbox"/> Parent / volunteer vehicle <input checked="" type="checkbox"/> Contracted vehicle <input type="checkbox"/> Public transportation	
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.			
<b>SIGNATURE</b> – Parent or Guardian		Date Signed	