

**Field Trip Or Other 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 parents / guardians for their signature prior to the date of the upcoming field trip.

Name – Center or Day Camp		Name – Child	
Date(s) – Field Trip or Other Activity	Departure Time	Estimated Return Time	
Destination		Type of transportation: ☐ Center vehicle ☐ Parent / volunteer vehicle ☐ Contracted vehicle ☐ Public transportation	
Name – Center or Day Camp			
I authorize the facility listed above to take my child on a field trip or other activity on the date(s) indicated.			
SIGNATURE – Parent or Guardian		Date Signed	

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