

**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.

Center or Day Camp Name Tree of Life Learning Center

Child's Name \_\_\_\_\_

| Date(s) of the Field Trip or Other Activity | <del>Departure Time</del> | <del>Estimated Return Time</del> |
|---------------------------------------------|---------------------------|----------------------------------|
| 8-31-26 to 5-28-27                          | Outside Time              |                                  |

Destination, including length of travel time each way

Playground area between LCCA and Tree of Life -

No Transportation needed - Walking

Type of transportation: walking

☐ Center vehicle    ☐ Parent / volunteer vehicle    ☐ Contracted vehicle    ☐ 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.

|                                     |             |
|-------------------------------------|-------------|
| Parent or Guardian <b>SIGNATURE</b> | Date Signed |
|                                     |             |