

ARABANOO VACATION CARE EXCURSION INFORMATION SHEET

Dear Parents

During this term we have received one or two enquiries from parents of younger children who will be going on excursions for the first time, regarding the rules and procedures for Arabanoo excursions.

Below are the administrative procedures and rules for excursions, we hope that this information will put your mind at rest. Please be assured that your children are in the best of care and their safety, well-being and happiness are the Arabanoo carer's primary concern at all times. We look forward to seeing your children in our vacation care programs.

Points: Policy/Procedure – Rules on Excursions:

- Parents have given their consent for their child to go on excursions/transport when signing the Vacation Care Programme/enrolment form: Conditions Care.
- Two sets of roll sheets to be signed by parents upon arrival and departure at the centre.
- One roll sheet, allergy lists and contact lists remains at the centre.
- One roll sheet, allergy lists and contacts lists taken on excursion.
- A third roll sheet is slipped under the school office door.
- Centre mobile phone taken on excursion Mobile: 0421 014 308
- A first Aid Kit and Asthma Kit taken on excursion
- Staff/child ratio on excursion 1 staff per 8 children in accordance with OOSH National Standards.
- Staff/children's group are established at the centre before an excursions begins
- Children remain with that group throughout the excursion.
- Staff do regular head count/roll call of their group throughout the excursion.
- Children have Arabanoo I.D. with Centre Mobile number printed on.
- The I.D. remains on the child until they arrive back into Arabanoo centre.
- Carers supervise toileting – done in groups – safety in numbers.
- Children are frequently reminded of the need to look after their belongings.
- No money to be taken on excursion by the children.
- Children take their bag with their morning tea/lunch/drinks on excursions.
- Staff carry water bottle in excursion backpack.
- Children are reminded of need for respect for themselves, other children, carers, community, venue staff and venue property.

Bianca and the Arabanoo Team