

Dear Families,

Please see attached the Vacation Care program for Berry Springs OSHC and the associated authorisation forms and risk assessments for each listed excursion and incursion in our program.

To enrol in the upcoming Vacation Care program please ensure the following steps are completed:

1. An enrolment form for Berry springs OSHC has been submitted via Kangaroo Time
2. The KT Connect App has been downloaded

Once these steps are complete, you'll be able to book your Vacation Care sessions as casual bookings through the KT Connect App. Please refer to the attached step-by-step instructions for guidance.

Please be aware that bookings are subject to availability. If your desired dates are unavailable, please contact the service to be placed on the waitlist for those sessions.

By enrolling in the Vacation Care program, you acknowledge and understand the following:

- I am aware of the risks associated with the excursions and incursions I have booked for my child.
- I have provided a signed authority for my child to attend each excursion or incursion that I have booked.
- I will ensure my child arrives at the service by the designated excursion departure time, and I understand that if my child does not have the required items for the day, they may not be able to attend the excursion.
- I understand that my child may not be able to attend an excursion or incursion if they do not demonstrate the required behaviours for their own safety (e.g. listening, staying with the group, and following Educator instructions).
- I have updated all emergency contacts in my KT Connect App.
- I have submitted an updated Medical Management Plan for my child, if applicable.
- I understand that I will be charged for all absent days, and I will notify the service as soon as possible by marking my child absent on KT Connect.
- I understand that my child must be signed in and out of the Vacation Care program each day by a Parent/Guardian or authorised person listed in the enrolment form.

If you have any questions or need assistance with the enrolment or booking process, please don't hesitate to contact us.

Warm regards,

Deekoda Thomas

Nominated Supervisor



KT Connect App

Download the **KT Connect App** to manage your account



KT Connect is an application designed specifically for parents and guardians to view your account balance, make payments and change your kiosk pin.

Below are the steps you need to download and start using the KT Connect app.

01

Download
the Mobile
Application

**02**

Verify your
account

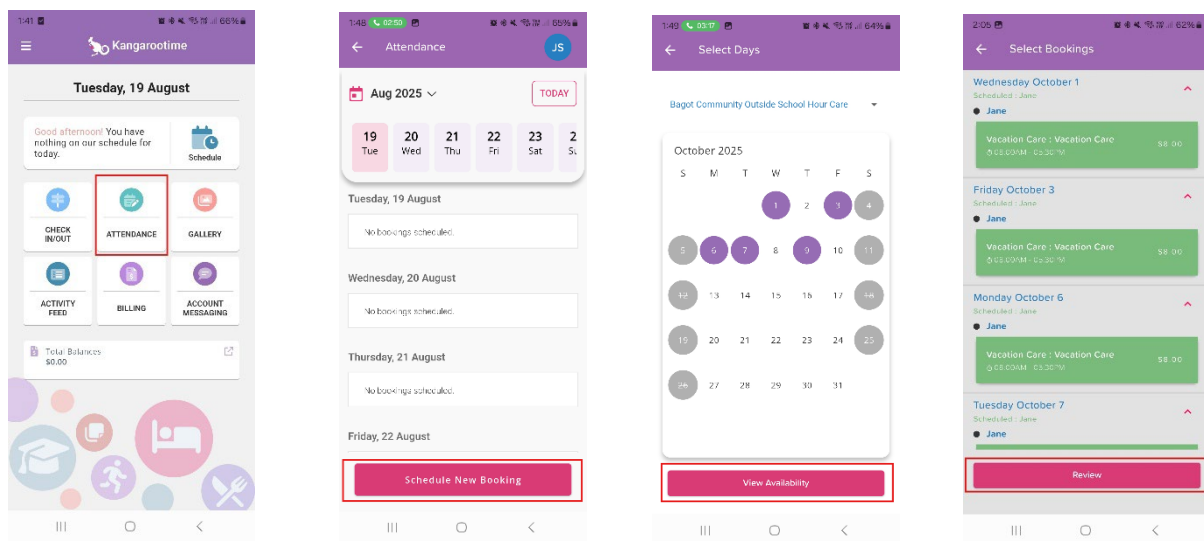
**03**

Set your
pin code

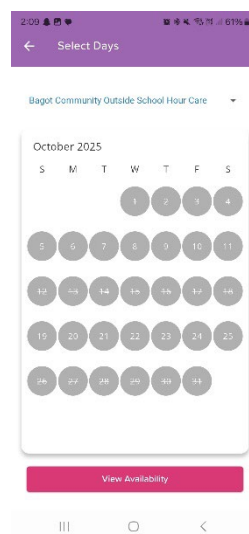


Booking Casual Days

1. Open your KT Connect App
2. Tap **Attendance**
3. Select **Schedule New Booking**
4. Tap the days you need Vacation Care. The selected days will turn purple.
5. Tap **View Availability**
6. Select each available booking. Chosen bookings will turn green.
7. Tap **Review**
8. Check the details of your selected bookings, then tap **Confirm**



Dates which are unavailable will appear grey. Please contact the service to be placed on the waitlist for those sessions.



Monday 21st September



PJ & MOVIE DAY!

Join us in a relaxing Monday full of movies and laughs. Come in your pj's!

Tuesday 22nd September



WET & WILD DAY!

Join us in all things wet and wild.

Wednesday 23rd September



COOKING DAY!

Let your creative side take control in a cupcake decorating comp.

Thursday 24th September



KARAOKE DAY!

Grab the mic and sing your heart out to your favourite song with your friends.

Friday 25th September



SENSORY DAY!

We will be making our own sensory toys!

Monday 28th September



PJ & MOVIE DAY!

Join us in a relaxing Monday full of movies and laughs. Come in your pj's!

Tuesday 29th September



TIE DYE AND FACE PAINT DAY!

Bring a t-shirt that you would like to tie dye and create your own design

Wednesday 30th September



MAD HATTER TEA PARTY!

Alive in wonderland themed day. Attend the mad hatter's tea party.

Thursday 01st October



WET & WILD DAY!

Join us in all things wet and wild.

Friday 02nd October



WHEELS DAY!

Bring our own wheels and a helmet and come enjoy the day riding around.

Monday 05th October



**TOP END CRITTERS AND
CRAZY HAIR DAY!**

We have someone from Top End
Critters coming out to us with
some amazing critters.



Authority to Attend - Incursions

Incursion Information	
Lead Educator with Duty of Care:	Deekoda Thomas
Date of proposed incursion:	05/10/2026
Description of the proposed incursion:	Top End Critters- Reptile encounters
Your child will participate in the following activities:	Holding and interacting with some reptiles.
A risk assessment has been preparing for this excursion and is available at the service upon request.	

Authorisation for the proposed excursion by Parent/Guardian/ Authorised Person	
I _____ hereby give permission for _____	
to attend the proposed incursion. Signature: _____ Date: _____	



Excursion Permission Consent Form

Excursion Information	
Lead Educator with Duty of Care:	
Date of proposed excursion:	
Description of the proposed destination:	
The proposed excursion is (please highlight or circle):	A once off occurrence Ongoing/regular between the dates of __ / __ / __ and __ / __ / __
Reason for the proposed excursion:	
Method of transport to the destination:	(Seatbelts required)
Your child will participate in the following activities:	
Period of time your child will be away from the premises:	
Anticipated number of children attending the excursion:	
Anticipated ratio of educators attending the excursion to the anticipated number of children	
Anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion	
A risk assessment has been prepared for this excursion and is available at the service upon request.	

Authorisation for the proposed excursion by Parent/Guardian/ Authorised Person	
I _____ hereby give permission for _____ to attend the proposed excursion. Signature: _____ Date: _____	



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