

Dear Families,

Please see attached the Vacation Care program for Wulagi 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 Wulagi Vac Care 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,

Denise Coulson

Manager Wulagi OSHC



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

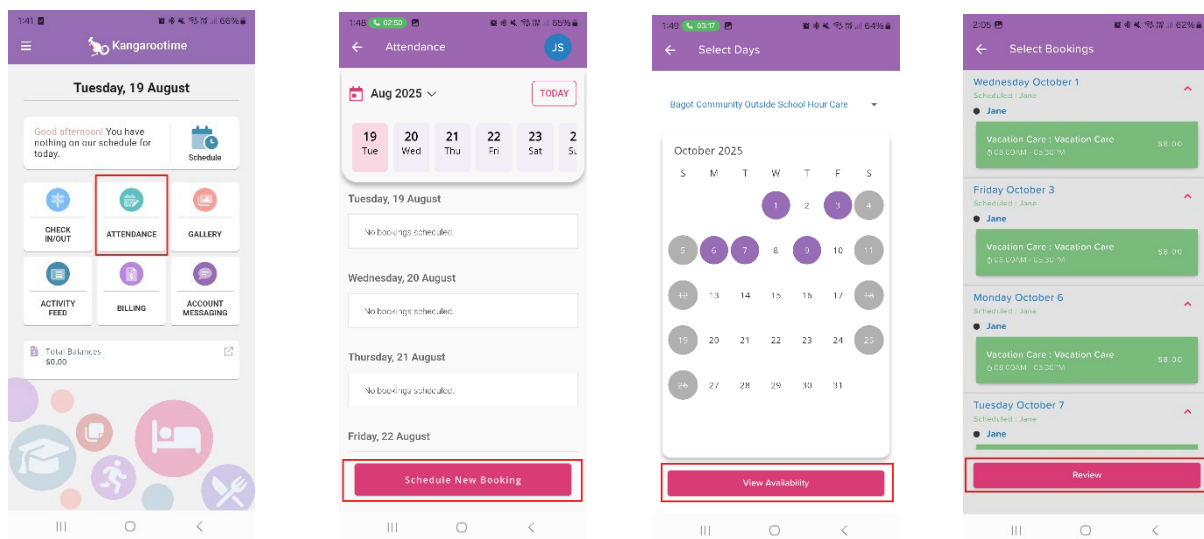
**03**

Set your
pin code

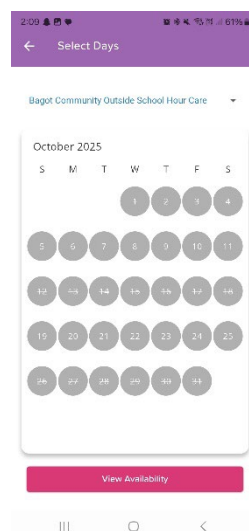


Booking Casual Days

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



Movie Day

Have a relaxing day watching movies.

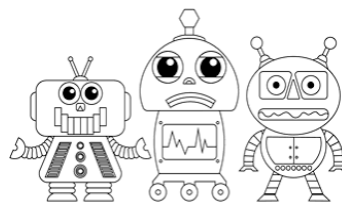
Tuesday 22nd September



Hyper The Clown

Are you good at problem solving?

Wednesday 23rd September



Colour Ins

Colour in some cool pictures.

Thursday 24th September



Mini Olympics

All Star Sports are coming to do activities.

Friday 25th September



Free Play

Just have fun!!!

Monday 28th September



Science Day

Fun with science.

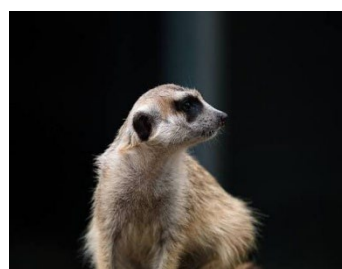
Tuesday 29th September



Painting Competition

Prizes for the best 3.

Wednesday 30th September



Crocodylus Park

Let's go and see the animals and crocodiles.

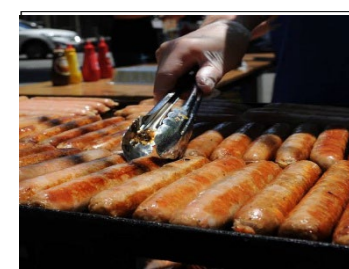
Thursday 1st October



Paper Aeroplane Comp.

Decorate, make and fly!

Friday 2nd October



Sausage Sizzle

Yum!

Monday 5th October



Pupil Free Day

Create with recycled materials.



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: _____	



Authority to Attend - Incursions

Incursion Information	
Lead Educator with Duty of Care:	Denise Coulson
Date of proposed incursion:	22 nd September 2026
Description of the proposed incursion:	Hyper the Clown
Your child will participate in the following activities:	Fun activities problem solving.
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 incursion. Signature: _____ Date: _____	



Excursion Permission Consent Form

Excursion Information	
Lead Educator with Duty of Care:	Denise Coulson
Date of proposed excursion:	1 st October 2026
Description of the proposed destination:	Crocodylus Park
The proposed excursion is (please highlight or circle):	A once off occurrence Ongoing/regular between the dates of __/__/__ and __/__/__
Reason for the proposed excursion:	So children can experience seeing and interacting with different animals, being inside butterfly enclosure.
Method of transport to the destination:	(Seatbelts required) Bus
Your child will participate in the following activities:	Will be looking at animals and having lunch there as well.
Period of time your child will be away from the premises:	3.25 hours
Anticipated number of children attending the excursion:	Approximately 25
Anticipated ratio of educators attending the excursion to the anticipated number of children	1:8
Anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion	4
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: _____



Authority to Attend - Incursions

Incursion Information	
Lead Educator with Duty of Care:	Denise Coulson
Date of proposed incursion:	24 th October 2026
Description of the proposed incursion:	All Star Sports
Your child will participate in the following activities:	Mini Olympics consisting of obstacle course, etc.
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 incursion. Signature: _____ Date: _____	

