

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 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,
Denise Coulson
Manager



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

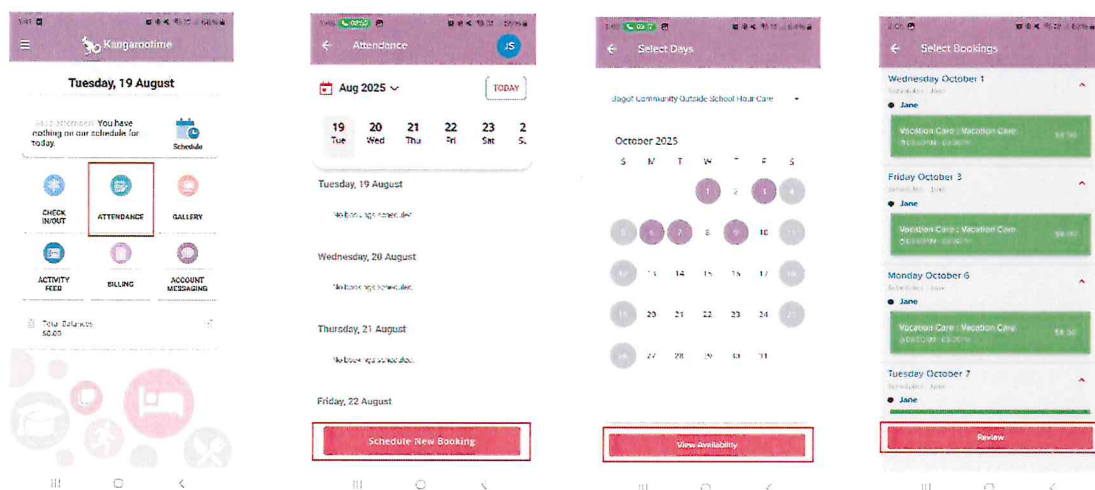
**03**

Set your
pin code

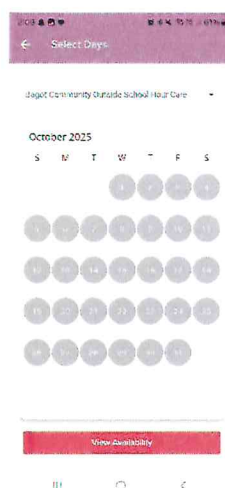


Booking Casual Days

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 22nd June



Yes Day

Reasonable requests will be granted.

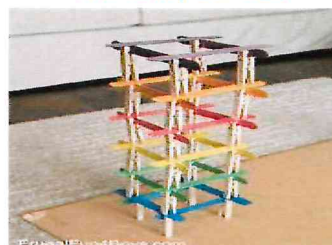
Tuesday 23rd June



Boot Camp

Let's do some exercise!

Wednesday 24th June



Building Competition

Prize for first.

Thursday 25th June



Topend Critters

Hold a reptile!

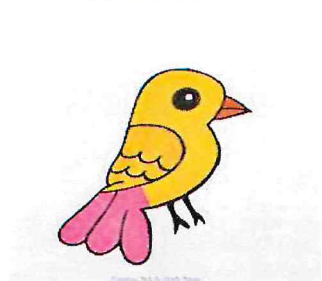
Friday 26th June



Talent Show

What is your talent?

Monday 29th June



Drawing Competition

Prizes for younger and older children!

Tuesday 30th June



Sumo Suits

Let's have some fun!

Wednesday 1st July



Sports Day

Prizes for winners!

Thursday 2nd July



Cooking Day

Make some treats.

Friday 3rd July



Dress-up Day

Wear your favourite costume.

Monday 22nd June



Yes Day

Reasonable requests will be granted.

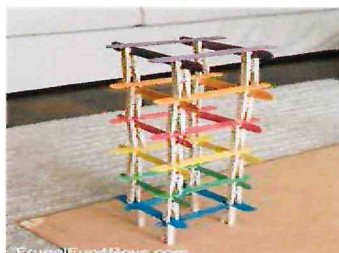
Tuesday 23rd June



Boot Camp

Let's do some exercise!

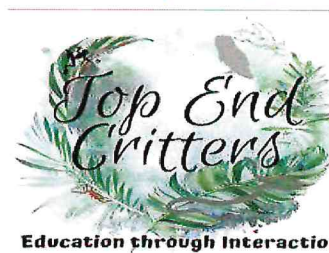
Wednesday 24th June



Building Competition

Prize for first.

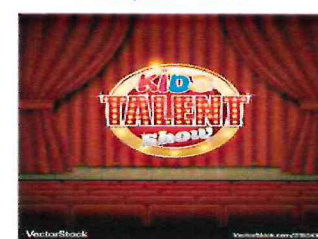
Thursday 25th June



Topend Critters

Hold a reptile!

Friday 26th June



Talent Show

What is your talent?

Monday 29th June



Drawing Competition

Prizes for younger and older children!

Tuesday 30th June



Sumo Suits

Let's have some fun!

Wednesday 1st July



Sports Day

Prizes for winners!

Thursday 2nd July



Cooking Day

Make some treats.

Friday 3rd July



Dress-up Day

Wear your favourite costume.



Monday 6th July



Tie Dye

Bring a white t-shirt.



Tuesday 7th July



Technology Day

Bring your tec.



Wednesday 8th July



Colouring In Comp.

Prizes for best pictures!



Thursday 9th July

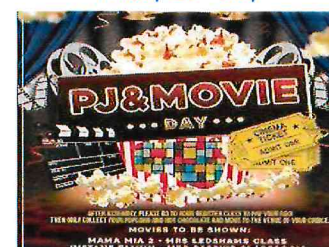


Talent Show

What is your talent?



Friday 10th July



PJ's and Movies

Relax with popcorn.



Monday 13th July



Pupil Free Day

Free play.

Authority to Attend - Incursions

Incursion Information	
Lead Educator with Duty of Care:	Denise Coulson
Date of proposed incursion:	30 th June 2026
Description of the proposed incursion:	Sumo Suits
Your child will participate in the following activities:	Dressing in sumo suits and having fun.
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: _____	



Authority to Attend - Incursions

Incursion Information	
Lead Educator with Duty of Care:	Denise Coulson
Date of proposed incursion:	7 th July 2026
Description of the proposed incursion:	Technology Day
Your child will participate in the following activities:	Children, if possible, will bring technology and will be using them throughout the day. Use will be timed then children will be turning off technology and going to do other activities. Time children will be on technology at any given time will be 30-45 minutes.
A risk assessment has been prepared for this excursion and is available at the service upon request.	

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



Authority to Attend - Incursions

Incursion Information	
Lead Educator with Duty of Care:	Denise Coulson
Date of proposed incursion:	25 th June 2026
Description of the proposed incursion:	Topend Critters will bring some birds and reptiles.
Your child will participate in the following activities:	Children will learn about birds and reptiles up close. Be able to hold.
A risk assessment has been prepared for this excursion and is available at the service upon request.	

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

