

**16 April 2025**

## St John the Baptist Woy Woy Out of School Hours Care

### **Re: Hunter Valley Wildlife Park**

Dear Parents,

St John the Baptist Woy Woy Out of School Hours Care, will go on an excursion to Hunter Valley Wildlife Park. This excursion will occur on the **16/04/2025**. The children will be transported by bus with seatbelts, and we are departing the service at 8.45 am. Our anticipated arrival time from the excursion is 10.30.am. The approximate amount of time the children will be on the **Coach** will be 5 hours Return, and they will be picked up from **St John the Baptist, 21A Dulkara Road**.

We are expecting 80 children to be part of this excursion. 10 educators will accompany and supervise children for this excursion. The educator or educators with first aid qualifications who will accompany the excursion is/are as follows:

- Kate Lindsay
- Isabel Lindsay
- Alyce Bayliss
- Melissa Morrow

Our itinerary and time table are as follows:

- Children arrive at St. John the Baptist: 6:30am Board Bus to Hunter Valley Wildlife Park 8.45am Board Bus to return to SJB: 1.pm Arrive at SJB – 3pm

During this excursion we expect the weather to be ok we will check daily leading up. Please ensure that your child is dressed appropriately for the weather and that he or she has the following items in his or her bag/pack:

- drink bottle
- extra snacks
- Lunch
- jacket
- hat
- Enclosed shoes

We will be away for a total number of 6 hours. Please pack sufficient snacks for your child to take with him or her to the excursion.

#### Head Office

Caroline Chisholm Centre Level 7, Building 2,  
423 Pennant Hills Road, PENNANT HILLS NSW 2120  
PO BOX 966, PENNANT HILLS NSW 1715  
P: (02) 9481 2600 E: [info@catholiccaredbb.org.au](mailto:info@catholiccaredbb.org.au)  
ABN 71 616 242 198 [www.catholiccaredbb.org.au](http://www.catholiccaredbb.org.au)

Family Centres • Artarmon • Central Coast • Northern Beaches • Waitara  
Children's Services • Early Learning Centres • Out of School Hours Care  
Permanency Support Program • Therapeutic Foster Care & Residential Care  
Disability Futures • Central Coast • Northern Beaches • Northern Sydney  
Services for Seniors • Central Coast • Northern Beaches • Northern Sydney

In case of emergency, you will be able to contact us on 0481 602 082.

A risk assessment of this excursion was conducted prior to you receiving this information. Also, written policies and procedures for transporting children are available at the service. Kindly see the Coordinator if you require a copy of this risk assessment, policy or any further information.

Please fill in the authorisation for this routine excursion below and return to our service by **11 April 2025**.

Thank you.

---

1. Child's full name:	_____	Child's age:	_____
2. Child's full name:	_____	Child's age:	_____
3. Child's full name:	_____	Child's age:	_____

-----  
**Name of Parent / Guardian**

-----  
**Signature**

-----  
**Date**