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.

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.

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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**