**Vacation Care Planning Tool-** Due no later than Friday week 8

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| Excursion/ Theme: | | Approved Ratio: | SN kids: | | Other services attending & SMIC: |
| Excursion times: | | Bus specific notes: | | | |
| Schedule/ timeline: | | Resource consideration: (make sure to indicate if we need to purchase any items) | | | |
| Child Briefing plan: | | | | | |
| Staff Briefing plan: | | | | | |
| Safety Considerations (detail appropriate actions to be taken): | Toilet Plan/considerations: | | | Lunch break plan: | |
| Plan for when we return to OSHC: | | | | Meal Times: | |
| Venue considerations: (Think about anything you want to know or ask of the venue staff?)  Payment considerations: ? do you need a credit card or EFT? Have you got a tax receipt or Invoice? | | | | DAO Display: | |

**Checklist**

First Aid

Emergency lists

Medications

iPads

Sunscreen