**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