Our trip to Canberra is approaching and we need to begin collating information so as to ensure that the children’s needs are met. Please return the permission note, with medical information, as soon as possible. Also please find the details you will need to prepare your child for the excursion.

CONFIRMED COST: $280 (inc $GST) less any monies already paid

TIME: LEAVES school at 7.30 am Wednesday 26th June 2013. Children need to be at school at 7.00 am so rolls can be marked, bus packed etc.
RETURN at approx 5.30 – 5.45pm on Friday 28th June 2013. (Happy Holidays)

RECESS: For the first day children will need to bring a packed recess and lunch and include 2 drinks. This needs to be packed in a sturdy bag, which they will take on the bus. Water only to be consumed on the bus

DRESS: School Uniform (including neat School Hat) for each day. Casual attire for night-time activities. No singlet tops, midriff tops or very short shorts please.

ACCOMMODATION: Rydges Eaglehawk

WHAT TO PACK: Pack light as there is not much luggage room.

All clothing and belongings should be clearly labelled.

Pack at least: Full school uniform, including hat, for 3 days

3 changes of underwear 3 prs socks
1 pr tracksuit pants or jeans 1 pr shorts
1 short sleeve t-shirt + 1 long sleeve t-shirt 1 warm tops / jumper / sloppy joe

BATH TOWEL
Hat

PLUS
Night attire – PJ’s
Warm jacket
Raincoat
Toiletries – NO aerosol cans allowed

OPTIONAL EXTRAS: Teachers will not take any responsibility for loss of or damage to the following items if children choose to take them:-

Cameras, watches, a pack of cards, a book or a pencil & pad.

NOT TO BE TAKEN: mobile phones
peanut products
Valuables, loved or irreplaceable items
MP3 players, ipods or any other electronic device/games
Aerosol cans
Chewing Gum/Lollies/any additional food

STAFF ATTENDING: Mrs Butterfield, Mr Tuxford, Mrs Sida

SPENDING MONEY: A sensible amount of money can be taken to spend on souvenirs at Questacon or other venues (provided we have time). As Questacon is our first stop, money should be in a student’s day bag on the bus. All monies are the responsibility of the child. Teachers will not be responsible for spending money of individual students.

BUSES: At this stage the buses booked for the excursion are seat belted coaches. We do not anticipate this changing.

Mrs Lisa Butterfield
Excursion Coordinator

Mr Chris Connor
Principal
ITINERARY

DAY 1  School Uniform, school hat, recess, lunch & 2 drinks needed
Questacon, CSIRO Discovery Centre, Movie Night (comfortable casual clothes)

DAY 2  School Uniform & school hat (all meals supplied)
AIS guided tour + Sportex, Australian War Memorial, Old Parliament House,
Indoor Rock Climbing (comfortable casual clothes)

DAY 3  School Uniform and hat (all meals supplied)
Parliament House and Parliamentary Education Office
Depart Canberra approx. 1.40pm
Arrive Helensburgh approx. 5.40pm depending on traffic.

CONTACT NUMBERS
In the event of an emergency the group can be contacted through the school office (4294 1332) which will
have the contact numbers of the teachers, the relevant venues and the bus company.

MEDICATION
All medication should be labelled with the child’s name and be accompanied by detailed written instructions
on dosage, administration times and usage. These must be given to the teacher prior to leaving school.
Any prescription medicines need to be supplied in the pharmacy labelled packaging. Enough medication for
three days only is required.

TRAVEL SICKNESS
We cannot guarantee that children who suffer from travel sickness will be given front seat preference. If
your child suffers from motion sickness AT ALL, please provide enough medication FOR EACH DAY, as
travel is involved on every day (at least 4 dosages). An initial dose should be given before the child leaves
home. This should be treated like all other medication as indicated above.

ASTHMATICS
If parents prefer children may carry their emergency puffer with them. The teacher must have written advice
that this is happening at the parents’ request. Teachers cannot be held responsible if this medication is lost
or forgotten by the child. All preventative asthmatic medication must be given to the teacher.

EMERGENCY CARE
All medication must be handed to your child’s classroom teacher for safe storage. Teachers will supervise
the administration of medication at the appropriate times. All medication must be clearly labelled with your
child’s name, dosage and time of medication and placed in a zip lock bag.

Parents need to be aware of the following: -

1. Children whose behaviour is inappropriate, or uncooperative, leading up to the excursion
   may find themselves in a position where they will be suspended from school and
   therefore unable to attend this excursion.
2. If after a serious incident, or series of incidents, the school believes that a child’s
   behaviour will cause unacceptable risk to themselves or other children, the Principal will
   refuse his/her attendance on the excursion.
3. In the very rare situation that a child chooses to behave in an uncooperative or
   inappropriate manner on the excursion you will be contacted and asked to collect your
   child regardless of the hour or location.
PLEASE RETURN this permission note and final payment to your child’s classroom teacher BY Friday 7th June. We are required to provide final numbers and dietary requirements by Wednesday 12th June in order to retain our booking. The information is kept confidential.

STUDENTS NAME: ___________________________ CLASS: ________

A My child suffers from travel sickness YES / NO
Medication ____________________________

B Special food requirements – vegetarian / dairy allergy / other. Please supply written details if necessary.
______________________________________________________________________________

C If accommodation is double bunks. Do you want your child to sleep in a lower bunk only. YES / NO

My child suffers from the following sleeping problems of which the school should be aware – Wets bed / sleep walks / sleep talks / scared of dark / night terrors
Other please detail if necessary
______________________________________________________________________________

D Listed below are the details of medical problems & medication needed by my child or conditions which may affect their participation in this excursion. Please supply additional written details if necessary.

Medical problem or existing condition: ______________________________________________________

Name of medication & dosage (if required): __________________________________________________

____________________________________________________________________________________

E HEADACHES are a common complaint whilst on overnight excursions, teachers cannot administer Panadol unless written permission has been given and Panadol supplied from home, clearly labelled with name of child and dosage.

____________________________________________________________________________________

F I agree to provide written instructions of all medication dosages, times and usages with the medication to the accompanying teacher prior to departure. I understand that my child’s medications must be handed to the teacher. In the event of changed circumstances I also agree to update any medical or personal information, in writing, with the teacher.

G I give authority for the accompanying teachers of this excursion to seek medical assistance for my child if they feel it is necessary.

Medicare No ___________________________

Signed: ________________________________ Date ______________
1/3/13

Dear Parents,

We are now happy to confirm the final Canberra costs, which includes transport. If any family is currently suffering financial hardship please contact the Principal at school to discuss what options may be available for you.

CONFIRMED COST: $280 (inc $8.05 GST)

**Please see below for total monies outstanding

"It is the school policy to preferably use buses with seat belts for all excursions, however, it is not always possible to obtain these due to bus companies other commitments”.

I give permission for my child ________________________________ of class ________ to attend the annual Year 5 excursion to Canberra from Wednesday 26th June – Friday 28th June 2013. I understand that travel is by seat belted coach.

Total excursion cost: $280.00 (inc $8.05 GST)
Less PACER Federal Government rebate ($ 20.00)
Total payable to Helensburgh PS $260.00

LESS DEPOSIT PAID ($ 50.00)

BALANCE OWING: $210.00

The remaining balance will need to be paid to the school by Friday 21st June 2013. You may prefer to pay by instalment, for example, if you pay a weekly instalment of $20 you will have paid in full by the due date. Our school office will be happy to receipt instalments and we have attached an instalment booklet for your convenience. We can only accept cash or cheques made payable to the school. A $9.50 dishonour fee applies if payment is not honoured. The school must receive full payment in order for your child to attend this excursion.

I understand that if my child chooses to continually behave inappropriately or displays extremely poor behaviour I will be contacted and asked to collect him/her regardless of the hour. My contact details are as follows:

Home: _______________________________
Work: _______________________________
Mobile: _______________________________

Signed: _______________________________ Date: __________________________