

Tasmania 2017

Parent Information Booklet



Wagga Wagga Christian College

Year 9 Tasmania Trip 2017

Proposed Itinerary

Friday 11 August – Friday 18 August 2017

<p>Day 1: Friday 11 August 2017</p> <p>7:15am Arrive at school & load up the bus. 8am Depart Wagga Wagga. Travel to Melbourne - Lunch on the way (packed). 4pm Tea in Melbourne – Subway 6pm Board the Spirit of Tasmania.</p>	<p>Day 5: Tuesday 15 August 2017</p> <p>8:30am Bonorong Wildlife Park. 11am Tassie Devil feeding. Travel to Richmond. 1pm Lunch at Richmond Bakery. Tour Richmond - oldest bridge & Catholic Church, walk around, shops. 1:45pm Mini Hobart Town. Travel to Dodges Ferry. Staying at Blue Lagoon Christian Camp & Conference.</p>
<p>Day 2: Saturday 12 August 2017</p> <p>7am Arrive in Devonport, Breakfast at Devonport. 8:15am Pick up groceries. Travel to Cradle Mountain. 10:40am Mini Bus to Dove Lake/Cradle Mountain BBQ lunch at Cradle Information Centre Travel to Sheffield, Tour Sheffield. Travel to Poatina - staying at Poatina Chalet.</p>	<p>Day 6: Wednesday 16 August 2017</p> <p>10am Tasman Island Cruises (3 hour eco tour). 1:30pm Tour of Port Arthur. Travel back to Dodges Ferry. Staying at Blue Lagoon Christian Camp & Conference.</p>
<p>Day 3: Sunday 13 August 2017</p> <p>Year 9 Service Day at Poatina. Staying at Poatina Chalet.</p>	<p>Day 7: Thursday 17 August 2017</p> <p>Depart Dodges Ferry travel to Ross for a tour. Walk round Cataract Gorge. Visit Ashgrove Cheese Factory. Travel to Devonport. Tea at Devonport – Argosy Inn. 6pm Board Spirit of Tasmania Sleep on Spirit of Tasmania</p>
<p>Day 4: Monday 14 August 2017</p> <p>9am Poatina Community/Launceston Park visit. 12pm HollyBank Treetops Adventure. Lunch at HollyBank Staying at Poatina Chalet.</p>	<p>Day 8: Friday 18 August 2017</p> <p>Breakfast in Melbourne Travel to Wagga Wagga. Lunch on the way. 2:30pm Arrive in Wagga Wagga.</p>

Please note: The above itinerary is subject to change depending on unavoidable conditions like weather, road closures and other circumstances outside our control. Other things to note are:

- Devotions will be held most days.
- Students will work through a workbook fulfilling the educational requirements of the excursion.

Tasmania Checklist

1. Please make sure all items on this list are brought to school

- Student Information Booklet (Handed out next meeting – 25 July, due by 4 August).
- Medication –
 - If your son/daughter is on Schedule 8 medication (e.g. Ritalin) or any other daily medication you will need to organise a Webster Pack to be provided for the trip. Asthma plans also need to be signed by a doctor. Please organise for this to happen early so you can return booklets on time (4 August).
 - Any 'As required' medication (eg Panadol, Travacalm etc) must be in original packaging. You need a separate Administration of Medication Form for each different medication. These will be handed out at the final meeting (25 July)
 - All medication must be at the College Office by Monday 7 August to be logged and packed for the trip.
- Biscuits / Slices in a disposable container (20 pieces - by 9 August).
- Final payment – to College office (by 28 July).

2. Start packing now (only one suitcase please!) – the following items are essential in your suitcase:

- Two pairs walking shoes (waterproof preferable).
- Beanie, scarf, gloves.
- Warm, weatherproof jacket (it is icy cold and rains most days; snows).
- Daily change of underclothes.
- 3 to 4 mix and match outfits.
- A pair of old work clothes.
- A pair of gardening gloves.
- Respectable sleepwear.
- Bath towel.
- Bed sheet, pillow and sleeping bag.
- Toiletries.
- Plastic bags for wet clothes.
- Plastic bags for dirty clothes.
- Bible, pen and notebook.

3. For day trips you will need a small backpack:

- Drink bottle for water.
- Snacks – no chewing gum.
- Secure wallet or purse – Money (\$10/day, more for souvenirs).
- Camera.
- Personal items.
- Ventolin if needed.
- Weatherproof Jacket.

4. Overnight bag for the Boat:

- Use a light, fold-up bag similar size to a Coles green bag.
- Toiletries.
- Clothes for the next day.
- Pyjamas.
- Water proof jacket and shoes.

5. Before you get in the car - bundles of gear checklist

Under the bus:

- Suitcase.
- Sleeping bag.
- Biscuits.

In the bus:

- Day backpack.
- Pillow.
- Warm, weatherproof jacket.
- Overnight bag for boat.
- Waterproof shoes.

6. What not to bring:

Non-prescribed medication	Mobiles phones	Portable game devices
Non-approved videos or DVDs	Chewing gum	Alcohol
Cigarettes	Laptops or Internet Devices	

7. **Departure time** – Please be at the College at 7:15am to pack the bus and help organise final details.

8. Extra notes:

Payment Info



Dear Parents,

The itinerary is complete and bookings are being made. The total cost of the excursion is approximately \$1250. This cost may be reduced if fundraising activities are undertaken by parents. Any funds raised will be divided amongst all the students attending the excursion. Any spending money is an additional cost.

We need you to begin paying instalments as we are having to send off deposits. Please see the schedule below and assist us in following it.

Due Dates	Payment required
1 March	\$150.00 + Signed Permission Slip (Deposit - non-refundable)
28 April	\$275.00
30 May	\$275.00
30 June	\$275.00
28 July	Approx \$275.00

Each year a few students do not go to Tasmania and most of them regret it. It is a time of growing and maturing as well as an incredible opportunity to see a special part of Australia. If you have any concerns about the cost, please contact me privately so I might be able to work out a way with you so your son/daughter is able to go.

The payment schedule is really tight as we have to make payments along the way to secure bookings. Please let me know as soon as possible if you are not going to be able to make a due date. We will endeavour to email reminders to you, but please help us by keeping track of the payments.

In the unforeseen circumstance that your child pulls out of the excursion due to illness or other extenuating circumstances, a refund of monies paid cannot be guaranteed due to the upfront payments for bookings made during the year. Please let the College know as soon as possible if your child will not be attending the Tasmania excursion.

If there is a payment problem, please contact me confidentially as soon as you know.

Thank you

Timothy Bacon
Year 9 Coordinator



Tasmania Travel Contract

I, _____ am looking forward to travelling with the Wagga Wagga Christian College Inc. Year 9 Excursion to Tasmania.

- I acknowledge that my participation in the excursion is a privilege.
- I agree to conduct myself in a manner which is appropriate for a student of the Wagga Wagga Christian College with the general public, staff and peers.
- I recognise that the safety of others and the enjoyment of my fellow students will be dependent on my complying with the directions issued by accompanying staff with a most honourable attitude.
- I acknowledge that behaviour which may be illegal or inappropriate will result in my return to Wagga Wagga by the first available commercial airline flight.
- I understand that the agreement, signed by my parents when I enrolled in the College, acknowledges that the cost of any such action would be the responsibility of my parents.
- I agree not to take a mobile phone or other internet enabled device with me to Tasmania.
- I will fulfil my commitment in helping out as a team player with duties.

Agreement signed by student:

Student name: _____

Student signature: _____

Date: _____

Agreement signed by parent:

Parent name: _____

Parent signature: _____

Date: _____

How to make this trip a happy one!

Appropriate Code of Manners

ON THE BUS:

- There is a 'no eating or drinking' rule on buses. On this trip, you may eat and drink carefully without mess – HOWEVER – if there is rubbish on the bus you will no longer be allowed to eat on the bus.
- You need to stay seated whilst the bus is moving. No excess wandering around.
- When the bus driver speaks – you must be quiet and listen.

MEALTIMES:

- Wait for Grace, then you will be given instructions about food. Sit down when eating.
- There is no need to shout in the dining room.
- Do not leave your table until you are excused by a teacher.
- If seconds are available, they will be announced – do not help yourself.
- If you don't like the food, then don't take it. Take only the amount you think you can eat without wastage. If you find food on your plate that you don't like after tasting it, then leave it to the side without making a fuss.

GENERAL:

- When any adult is speaking, whether teacher, bus driver or guest speaker – you must be 'pin-drop' quiet for the duration of the talk.
- Leave rooms tidy and clean at all times – there are no maids!!!
- You need to look after your own property. It will be your responsibility to pay for and chase up any lost property.
- Remember you are in public view and hearing at all times.
- Turn up on time for your duties.
- Don't be the one to hold everyone up by being last on or off the bus or last to return.
- Be non-judgemental and tolerant of each other.
- Personal hygiene is important as we are in close confinement for long periods of time. Please make sure you shower each day and care for others in this matter.

Asthma Management Plan

TO BE COMPLETED BY THE CHILD'S DOCTOR:

CHILD'S NAME _____ BEST PEAK FLOW READING _____

If this student has an asthma attack at school, staff should follow the steps below.

Step 1	Be calm and reassuring Sit the student comfortably Do not leave student alone
Step 2	Send for the Asthma First Aid Kit Student to use own medication if available
Step 3	Measure Peak Flow (optional)
Step 4	Give emergency medication indicated below Give 4 (FOUR) PUFFS OF VENTOLIN via Volumatic Spacer _____ (2 puffs at a time) OR Give 4 (FOUR) PUFFS BRICANYL via Nebuhaler Spacer _____ (2 puffs at a time) OR If Nebuliser available – Ventolin via Nebuliser - 2.5 mg _____ OR 5 mg _____
Step 5	Wait 4 (four) minutes, then review symptoms / peak flow If no improvement, repeat emergency medication
Step 6	Call an Ambulance (000) and parents if: <ul style="list-style-type: none"> • There is still no improvement or if in doubt • There is SEVERE BREATHING DIFFICULTY • There is BLUENESS around the mouth

This Management plan is in accordance with the National Policy on Asthma Management for Schools

Doctor's details / stamp

Doctor's telephone No. _____

Doctor's Signature: _____

Date: _____

TO BE COMPLETED BY THE CHILD'S PARENTS:

1. What medication does your child take for Asthma or for the above symptoms? (select ONE appropriate emergency medication)

<u>RELIEVERS</u>		<u>HOW OFTEN?</u>	<u>PREVENTERS</u>		<u>HOW OFTEN?</u>
Ventolin	YES/NO	_____	Becotide	YES/NO	_____
Bricanyl	YES/NO	_____	Becloforte	YES/NO	_____
Respolin	YES/NO	_____	Pulmicort	YES/NO	_____
Other	YES/NO	_____	Intal	YES/NO	_____

2. By which method does your child take the above medicines?

Inhaler	YES/NO	Spinhaler	YES/NO	Rotahaler	YES/NO
Spacer	YES/NO	Turbuhaler	YES/NO	Nebuliser	YES/NO

3. Does your child need to take Asthma medicines before exercise? YES/NO

4. Do you give permission for your child to self-administer their asthma medication? YES/NO

Parent's/Guardians Signature: _____ Date: _____

MEDICATION REQUIREMENTS WHILST ON TASMANIA EXCURSION

PRESCRIPTION OR REGULAR MEDICATION

The following relates to medication/s that will be required whilst attending our overnight excursion to Tasmania 11-18 August 2017.

If your child requires **prescription or regular medication**, e.g. Schedule 8 Meds (Ritalin, Lovan, and Dexamphetamine), antibiotics, etc., this must be supplied to the College in a Webster pack (see right), pre-prepared by the Pharmacy.

This procedure will eliminate the need for you to provide multiple forms that need to be signed by GP's or specialists.

Any Pharmacy will create a Webster Pack if the prescription is filled through them – some at a small cost. We understand that Blooms the Chemist will create a Webster Pack free of charge, however, there may be other Pharmacies that will do this also.

This medication will be administered by College Staff while on the excursion. A Webster Pack Administration of Medication Authority form (yellow) must be completed by the parent/guardian to accompany the Webster Pack.

Medications can only be handed in to office staff by a parent or guardian **no later than August 7**, to allow appropriate preparation time for College staff.

If prescription or regular medication is not received in a Webster Pack it can not accompany your child on Excursion.

In summary:

College staff can not administer any medication to students unless they have received an Administration of Medication Authority form properly completed and signed by a parent/caregiver; and the medication has been provided in a Webster Pack.

For the safety and welfare of your child and the welfare of all other children on the excursion, please ensure that your child has their appropriate medication supplied no later than August 8 to the College Office.

If you have any questions about the College Medication Administration Policy, or other issues related to the administration of medication during school hours, please contact the College office.

We thank you for your support in providing the best of care for your child and look forward to partnering with you and your family.





WEBSTER PACK

Administration of Medication Authority

STUDENT'S NAME _____ **TEACHER** _____

DATE OF BIRTH _____ **YEAR/CLASS** _____

The completion of this Authority is required to allow the College to responsibly undertake its duty of care to our students in the safe administration of medication to your child.

Consequences if administration is delayed or missed include: _____

Possible side effects that should be monitored include: _____

Describe any emergency procedures which may be needed: _____

Additional medication administration information (eg special times), instructions or specific storage requirements:

Name & Phone Number of Medical Practitioner: _____

In case of emergency, permission to contact the Medical Practitioner: YES / NO

I request the administration of medication as detailed above for my child

Parent/Guardian Name _____ **Signature** _____

Emergency Contact phone number _____ **Date** _____



Administration of Medication Authority



STUDENT'S NAME _____ TEACHER _____

DATE OF BIRTH _____ YEAR/CLASS _____

The completion of this Authority is required to allow the College to responsibly undertake its duty of care to our students in the safe administration of medication to your child.

Medication must be in original packaging, expiry date must be visible.

NAME OF MEDICATION _____

TIME/S TO BE GIVEN _____

DOSAGE _____ (per dose) ROUTE _____ (eg.Oral, Inhalant)

REASON FOR MEDICATION ADMINISTRATION _____

DAILY: YES NO AS REQUIRED

If NO/AS REQUIRED, please explain when: _____

ADMINISTRATION CONTINUES UNTIL ____ / ____ / ____ OR for 2017 school year.

Consequences if administration is delayed or missed include: _____

Possible side effects that should be monitored include: _____

Describe any emergency procedures which may be needed: _____

Additional medication administration information, instructions or specific storage requirements: _____

Name of Medical Practitioner: _____ Phone: _____

Permission to contact medical practitioner in the event of an emergency? YES NO

I request the administration of medication as detailed above for my child. I understand that a new administration of medication authority must be completed at the beginning of each new College year and if there are any changes to these instructions.

Parent/Guardian Name _____ Signature _____

Emergency Contact phone number _____ Date _____

Expired medications will be disposed of by the College, unused medications will be disposed of at the end of the calendar year if not collected.



Travel Sickness
eg Travacalm

Administration of Medication Authority



STUDENT'S NAME _____ TEACHER _____

DATE OF BIRTH _____ YEAR/CLASS _____

The completion of this Authority is required to allow the College to responsibly undertake its duty of care to our students in the safe administration of medication to your child.

Medication must be in original packaging, expiry date must be visible.

NAME OF MEDICATION _____

TIME/S TO BE GIVEN _____

DOSAGE _____ (per dose) ROUTE _____ (eg.Oral, Inhalant)

REASON FOR MEDICATION ADMINISTRATION _____

DAILY: YES NO AS REQUIRED

If NO/AS REQUIRED, please explain when: _____

ADMINISTRATION CONTINUES UNTIL ____ / ____ / ____ OR for 2017 school year.

Consequences if administration is delayed or missed include: _____

Possible side effects that should be monitored include: _____

Describe any emergency procedures which may be needed: _____

Additional medication administration information, instructions or specific storage requirements: _____

Name of Medical Practitioner: _____ Phone: _____

Permission to contact medical practitioner in the event of an emergency? YES NO

I request the administration of medication as detailed above for my child. I understand that a new administration of medication authority must be completed at the beginning of each new College year and if there are any changes to these instructions.

Parent/Guardian Name _____ Signature _____

Emergency Contact phone number _____ Date _____

Expired medications will be disposed of by the College, unused medications will be disposed of at the end of the calendar year if not collected.

Payment Slips – Please cut off and present with payment by due date

**2017 Year 9 Tasmania Excursion
Final Payment Instalment Slip 4 – Due 28th July**

Student Name: _____

Amount: (Balance): \$275

Signature: _____

4040-021

**2017 Year 9 Tasmania Excursion
Payment Instalment Slip 3 – Due 30th June**

Student Name: _____

Amount: \$275 **Other:** _____

Signature: _____

4040 - 021

**2017 Year 9 Tasmania Excursion
Payment Instalment Slip 2 – Due 30th May**

Student Name: _____

Amount: \$275 **Other:** _____

Signature: _____

4040 - 021

**2017 Year 9 Tasmania Excursion
Payment Instalment Slip 1 – Due th April**

Student Name: _____

Amount: \$275 **Other:** _____

Signature: _____

4040 - 021



ACTIVITY NOTICE / TAX INVOICE

ABN: 71 032 808 826

Activity Title:	Tasmania Excursion		
Purpose:	Geographical, historical, environmental and team building		
Class/Group:	Year 9	Venue/Destination:	Tasmania
Transport:	Makeham's Coaches / Spirit of Tasmania		
Accommodation:	Cabin / Motel / Youth Centre		
Departure Date:	11 August 2017	Departure/Start Time:	7.15am
Return Date:	18 August 2017	Expected Return/Finish Time:	2.30pm
WWCC Mobile Phone Number for Updated Return Details:	0427 817 897		
Total Cost:	\$150 (non-refundable deposit) by 1 March	Includes GST of:	\$
Dress Code:	See Note		
Payment & Note Due:	Deposit 1/3/2017 – Final Payment 28/7/2017	Time:	
Teacher in Charge:	Invoice Date:	Signature:	
Mr Timothy Bacon	17 February 2017	<i>Timothy Bacon</i>	

This is a valid TAX INVOICE when offer is accepted.
PLEASE SIGN THE SLIP BELOW, TEAR OFF & RETURN TO THE COLLEGE OFFICE.

PERMISSION	I DO/DO NOT give permission for my son/daughter _____ who is in Year 9 to participate in Tasmania Excursion activity.	
	I am aware of the arrangements made for this activity. I acknowledge refunds are made in special circumstances and are credited to our Tuition Fee Account. Medical Authority held by the College remains current OR I will provide an updated Medical Authority prior to the activity. (delete as appropriate) To the best of my knowledge, he/she has no medical condition, physical disability or injury which puts him/her at risk in participating in these activities.	
	Parent's Name, Signature & Date _____ / /	
	Amount Enclosed \$150 Deposit (Cash/Cheque/Credit Card)	4040 - 021

PAYMENT	Name on Credit Card _____ Signature _____
	Credit Card No. (Visa or Mastercard only) _____ Expiry Date ____/____

PERMISSION NOTE & PAYMENT DUE: 1 March 2017 \$150 non-refundable deposit