

# 2022 Excursion Program Terms & Conditions

## Capacity and Program Limitations

To comply with Workplace Health and Safety regulations there is a maximum number of students that we can accommodate in the program. All changes to your booking must be managed through the bookings team via [schools@telethonkids.org.au](mailto:schools@telethonkids.org.au).

Due to limited space, it is recommended that your students leave their school bags at school. We also recommend that you minimise the number of belongings that you bring as we are unable to secure any valuables.

## Working with Children Check

All staff and volunteers at the Discovery Centre, who will be working in direct contact with children, have a current 'Working with Children' check and a Police Clearance. It is the school's responsibility to ensure their teaching staff and volunteer supervisors have appropriate clearances for working with children.

## Duty of Care

While Discovery Centre staff will run the program with the students, duty of care remains the responsibility of school staff. We encourage schools to bring as many supervisors as you feel necessary on an excursion to the Telethon Kids Institute. Due to the nature of the excursion, **the minimum ratio for supervision is 1:10** for all year levels. However, to help students maximise their experience, we highly recommend the following supervision ratios:

1 : 6 – Year 3-4

1 : 8 – Year 5-6

## Special Needs and Allergies

It is the responsibility of the school to advise Telethon Kids Institute Discovery Centre if any students have any special needs or allergies. Telethon Kids Institute cannot guarantee a nut free environment.

## Parental Consent

Telethon Kids takes no responsibility for any parental consent required for children to take part in the excursion session. The school takes responsibility for ensuring appropriate consent is sought prior to the excursion taking place.

## Identification

There may be members of the public present in and around the Discovery Centre, as well as other parts of Perth Children's Hospital, as the visit is taking place. Please ensure that you select a suitable method for identifying your students. Wearing school uniforms, name tags, badges, wrist bands or lanyards helps supervisors and Discovery Centre staff to quickly identify excursion participants. Supervisors nominated by the school must remain with the students in their care at all times during the excursion.

# Excursion Price as of January 2022

## Year 3-6 Excursion Program at the Telethon Kids Institute Discovery Centre

Excursion duration: **2 hours**

Maximum size per excursion session: **68 students (students will be split into 2 classes)**

Price per student:

- **\$7.00 + GST per student, per session for 20 or more**
- **Less than 20 students per session: a flat fee of \$140 + GST applies**

## Fees and Payment

Once we receive your initial enquiry and arrange a suitable date and time, you will be asked to complete a Booking Confirmation Form and a New Customer Request Form, if applicable, to secure your booking. At the time of making your booking, please provide an estimate of the number of students that will be attending. Your total excursion fees will be calculated based on this number.

We will contact you at least two weeks before the excursion date to confirm final numbers and a final invoice will be provided at this stage. If there are any changes to be made to the booking, it is the responsibility of the organising teacher to contact Telethon Kids at least two weeks prior to the date of the excursion. A decrease in the number of participants will not be accepted after this point and schools will be invoiced accordingly.

## Cancellation Policy

If you do decide to cancel the booking, please provide at least 30 days' notice so we can offer another group the opportunity to visit.

Unless there are exceptional circumstances, if you do not provide the required notice the school will be charged a \$100 cancellation fee. Schools that do not provide any notice of cancellation and fail to attend on the day will be charged the total excursion fees as specified on the Booking Confirmation Form.

## Safety

Telethon Kids Institute has \$20,000,000 Public Liability Insurance. A copy of our Public Liability Insurance certificate can be provided upon request.

The Discovery Centre Emergency Response Planning for schools involves:

- An emergency evacuation signal linked directly to the fire department
- Trained Fire Wardens responsible for clearing all public zones
- Evacuation routes which lead to a safe assembly area (our staff will lead you there)
- Clearly marked exits and fire hydrant locations

Telethon Kids Institute Discovery Centre has a nominated and trained First Aid staff on duty at all times. It is suggested that school supervisory teams have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors. It is recommended that school supervisory teams have access to a school-provided First Aid kit during the excursion.

In the event of an emergency evacuation, instructions will be issued over the public address system and directly from Telethon Kids Institute staff. School supervisory teams are responsible for managing the students to the safe assembly area. On arrival at the assembly area the teacher-in-charge should inform the muster warden if all students are present.

## Indemnity

By agreeing to these Terms & Conditions, the school agrees to indemnify and release Telethon Kids against all actions, suits, claims, and demands (including costs) related to the excursion. This includes any actions, suits, claims, and demands (including costs) related to personal injury or property damage suffered by your students, teachers or supervisors while participating in the excursion.