



## MEMORANDUM # 26-09

**TO:** All Staff & Parents/Caregivers  
**FROM:** Jan Ballantyne  
**DATE:** 19 June 2009  
**RE:** Swine Flu Pandemic - Excursions

---

Kia ora Koutou

Further to the information provided on the swine flu pandemic and the concept of social distancing in Memo #24, 16-06-09, a decision has been made to **cancel all kindergarten/centre excursions until further notice**. This decision will be reviewed on a regular basis over Term 3 until we are confident that excursions do not constitute an unacceptable risk for children and staff in terms of possible exposure to the swine flu.

If you have planned an excursion in the near future, and have already committed funds to meet the cost (e.g. paid a significant portion of the cost to the venue/bus company), please contact your manager, professional practices to discuss the implications and a managed solution.

If you have an excursion for Term 3 in the planning stages please postpone all arrangements until further notice.

If you are planning an event at the kindergarten/centre please ensure that you consider swine flu exposure under your risk management plan for the event and seek advice and approval from your manager, professional practice before proceeding with the event. For example if you plan an event only for parents and/or children who are dropping off and collecting children each day then there may be no additional risk in holding the event. If it was to involve inviting members of the public then the risk would be much higher.

Naku noa, na

Jan Ballantyne  
General Manager