

Out of School Hours Care Program Information

BOOKINGS NOW OPEN! Closing date for bookings Friday 4th December



VACATION CARE

From 14th Dec - 27th January

The centre will be closed from Monday 21st December 2020' and re-open on Wednesday 6th January 2021'



We wish all our families a wonderful Christmas and New Year!



KEY INFORMATION:

Hours of Operation: **7am – 6pm Monday to Friday**
Closed Public Holidays and selected period over Christmas.
Late fee applies for any child picked up after 6.00pm closing, \$15.00 for first 15minutes, thereof will be charged \$1.00 per minute, without any exceptions.

Booking Details: To avoid disappointment, get your booking in early. Choose your days and fill in the booking/authorisation form attached. **YOU MUST ALSO PAY TERM FEES** before bookings are accepted, unless you have entered into a payment schedule and forms completed. **Pay \$10 per booking deposit X number of days required**, plus any additional costs, this will be credited to the closing balance of your vac care account. All New families enrolling in addition to the vac care enrolment, a separate **OSHC enrolment form** must be completed. **This form is available in OSHC.**

Booking Dates: In line with Enfield OSHC Booking Policy, Vacation Care bookings will only be accepted if your account is up to date for Vac Care, BSC & ASC. **Closing date for bookings, Friday 4th December.** NO further bookings will be taken after this time.

Payment Options: **ACC Name: Enfield P.S. BSB: 105 – 096 Account No. 064122040.**
Reference Details: Childs Name/Vac care. **EFTPOS-** Pay with Debit or Credit Card in OSHC room or front office of the school or via the QKR App.

Daily Fees: **The cost shown is Before Any Childcare Subsidy Rebates which reduces these costs.** *Government subsidies up to 85% may apply* **\$58.00** per day centre home days/ **\$62.00** per incursion days / **\$66.00** per excursion days.

Payment of Fees: You will be billed through our **weekly billing cycle**. A statement detailing fee, Childcare Subsidy and payments will be emailed each Tuesday for the previous Week. ***Fees must be paid within 7 days.***

Cancellations of Bookings: Confirmed bookings after the closing date given are non-refundable. If your child is **absent** on any confirmed booking day, the fees from that day are non-refundable due to the fact that payment is made based on bookings and not attendance. All excursion/incursions and transport costs are paid in advance by the centre and staff are rostered according to bookings. **Allowable Absence will be charged to your account for non-attendance.**

Childcare Subsidies: **CHILD CARE SUBSIDY FOR REDUCED FEES:** Child Care Subsidy is a single, means-tested subsidy. To receive CCS, you need to complete a "Child Care Subsidy Assessment" task online through the **myGov** website using your Centrelink online account or through the Express Plus Centrelink mobile app to be assessed for CCS. Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction. Families will contribute to their child care fees and pay to the Service the difference between the fee charged and the subsidy amount. It is the family's responsibility to ensure that your CCS details are up to date and correct. To find out more, visit **education.gov.au/childcare**

Excursions:

We travel by Private Charter. Excursions may be cancelled if the forecast Temperature exceeds 36 degrees or if it is raining heavily alternative activities will be provided. **Children must arrive 30minutes prior to depart time** as stated on program. This allows educators time to talk to the whole group about:

- ✓ Safety issues & behaviour expectations.
- ✓ Organise that children have recess, lunch, water bottles & toileting
- ✓ Apply sunscreen & arrange child grouping.
- ✓ Allow time to answer children's questions about the excursion/venue

Arrival/Departure:

Educators will continue to sign in/out Electronic Kiosk/ IPAD

At the commencement of each morning, you are required to sign your child in through the **electronic attendance (IPAD)**. The child must also be signed out when collecting your child/ren and will not be allowed to leave the centre with any other person other than those Authorised on their OSHC enrolment form. Person's unknown will be required to provide ID.

Food:

Please send your child with adequate packed recess, lunch and water bottle each Day. We **DO NOT** provide afternoon tea on excursion days due to the timeframe upon returning to the Centre, after 4pm. Please provide extra snacks for morning & afternoon on these days! We provide breakfast only on **home days** until 8.30am. On excursion days please ensure your child has breakfast before arriving. There is always water freely available for all children to refill their water bottle. If you **DO NOT** provide your child with lunch one will be provided @ a cost of **\$5.00** which will be **billed to your account**. Food brought from home WILL NOT be cooked/reheated for children due to Occupational Health & Safety Regulations.

Dress Code/Sun Smart:

Children are required to wear appropriate clothing. This includes comfortable shoes NO THONGS and dressed in appropriate seasonal clothing, i.e. tops with sleeves, no singlets or short tops, dresses or skirts.

SunSmart: The program enforces "Sun Smart" practices. All children must wear the OSHC Program bucket hat when playing outside. These hats will be kept at the program. Sunscreen is provided and applied. **No Caps allowed** 'NO HAT NO PLAY'

Electronic Devices:

Specified times will be communicated with the children for playing electronic devices. This is to ensure children engage in other 'social' activities. Please leave all toys and precious items at home (including mobile phones) as they may be lost, broken or taken. **No responsibility will be accepted for children's property brought to the centre, unless advised on the program as an activity.**

Jewellery:

Children must not wear any kind of Jewellery i.e. watches, chains etc. Only studded earrings are acceptable. **No responsibility will be accepted for children's property brought to the centre.**

Behaviour:

Children must follow the rules and procedures of Enfield Primary OSHC. Consequences for inappropriate behaviour will be followed including discussions with parents, withdrawal from activities, reflection time or exclusion.

Medication:

Prescription medication will only be given to children by educators if a **health care plan** is provided to the service and medication in original packaging. Children are not permitted to leave medication in their personal bags. Please speak with the Director.



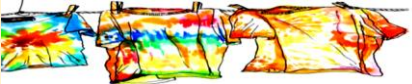





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'Program Information: 'What's Happening & When'

DAY	ACTIVITY	DAY	ACTIVITY
WEEK 1		WEEK 2	
<p>Incursion</p> <p>MONDAY Bring recess, lunch and water bottle 14th Dec</p>	 <p><i>Pack your bathers, grab a towel and slide into the first week of school holidays. We have hired a double water slide so get ready to be soaked! Please pack a T-shirt or rashie for the day and a bag for wet items. PLUS hired Cheeky Monkey Mini Basketball Game & Pinball Machine</i></p>	<p>'2021' MONDAY 4th Jan</p> 	
<p>Excursion</p> <p>TUESDAY Bring recess, lunch and water bottle. 15th Dec</p>	 <p><i>Plus, Laser tag & indoor playground</i> Depart @ 10.30am Return approx. 1.30pm Please wear or bring socks</p>	<p>TUESDAY 5th Jan</p> 	
<p>Incursion</p> <p>WEDNESDAY Bring recess, lunch and water bottle 16th Dec</p>	 <p><i>Video Game Day here from 10am</i> There will be PS4, Nintendo Switch VR station and more! A variety of games for all ages...</p>	<p>Incursion</p> <p>WEDNESDAY Bring recess, lunch and water bottle 6th Jan</p>	<p><i>3 Play Sports Arena & Battle Table</i> <i>3 in one Inflatable features, AFL, Soccer & Basketball in one action packed inflatable.</i></p>  <p><i>Plus, IPS battle Who can hit the most sensors in time frame</i></p>
<p>Excursion</p> <p>THURSDAY Bring recess, lunch and water bottle 17th Dec Depart 9.20am Return approx..3pm</p>	<p><i>Join us for a Fun day to</i></p>  <p><i>Nonstop jumping madness!</i> And <i>Cinemas in the afternoon to watch animated movie</i></p> 	<p>THURSDAY Bring recess, lunch & water bottle 7th Jan</p>	 <p>DRESS FOR MESS</p>
<p>FRIDAY Bring recess, lunch and water bottle 18th Dec</p>	 <p>Let's celebrate the last day of OSHC for 2020. Wear your favourite Christmas t-shirt and get ready to party! <i>and Christmas crafts</i> BRING SHARED LUNCH Boys- Sweet Girls- Savoury</p>	<p>FRIDAY Bring recess, lunch and water bottle 8th Jan</p>	 <p>Vacation Care's Survivor Challenge is on. Follow clues, take on team challenges and race around the school.</p>

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Program Information: 'What's Happening & When'

DAY	ACTIVITY	DAY	ACTIVITY
WEEK 3		WEEK 4	
Incursion MONDAY Bring recess, lunch and water bottle 11th Jan	 CRAZY DRESS DAY <i>Dress up in something ODD or Bright</i> <i>Along with Treasure Hunt & Games</i> <i>Also hired 'TWIN WORLD RALLY'</i>	Incursion MONDAY Bring recess, and water bottle 18th Jan	 80s CLASSIC VIDEO GAMES 60 in 1 games, pacman space invaders & more...
TUESDAY Bring recess, lunch and water bottle. 12th Jan	Beyblade Challenge Bring your own Beyblades Who will be the ultimate winner..... Plus, TIE DYE ART  <i>Bring a white t-shirt or socks to create your design</i>	Excursion TUESDAY Bring recess, and water bottle 19th Jan	Morialta Playground Explore the nature playground Depart 10.30am/Return 2.30pm
Incursion WEDNESDAY Bring recess, lunch and water bottle 13th Jan	 SCIENCE Spectacular science here from 10.30am by Sci World Then Variety activities in the afternoon	Incursion WEDNESDAY Bring recess, lunch and water bottle 20th Jan	 Fundayout IN! Ultimate Ninja Warrior! Why Not Have a Ninja Fun Day IPS Ninja SPORTS AREA & Inflatable NINJA CASTLE Comes with a range of nerf games, archery and more!
Excursion THURSDAY Bring recess, lunch and water bottle 14th Jan	 The Beach House Wet & Dry rides and arcade games Bring or wear bathers for water slides and bumper boats & bag for wet items Depart 10.15am/ Return approx. 3pm LIMITED PLACES	Incursion THURSDAY Bring recess, lunch & water bottle 21st Jan	 HEADPHONE DISCO Here from 1pm Prizes for Best moves and participation
FRIDAY Bring recess, lunch and water bottle 15th Jan	Join us for a Scavenger Hunt Work together to ☑ Decode the clues ☑ Solve the puzzles ☑ Find the treasure Who will be the master of solving the clues?	FRIDAY Bring recess, lunch and water bottle 22nd Jan	 IT'S GAME DAY Come to OSHC today as we test your endurance and patience in challenges! There are lots of prizes to win today, as we challenge YOU! Which prize will you win?? We'll also have a novelty table set up - you'll be able to choose a toy to take home!



Monday 25th January Service Closed

Tuesday 26th January 'Australia Day' Public Holiday

Wednesday 27th January Term 1' 2021' School Commences



VACATION CARE BOOKING FORM DEC 2020/JAN 2021

Please note- all bookings **CLOSE FRIDAY 4th DECEMBER** unless booked out prior.

SECTION 1: BOOKING REQUEST FORM

Child/ren's Names: _____

I wish to enrol my child/ children in the Enfield PS Vacation Care Program on the following days. Please indicate below and sign. By selecting the dates for each child in the attached booking form the (parent/guardian) has agreed to terms, conditions and inclusions/excursions of each of the programmed day. Please also sign the authorisation form on the reverse side of this page. [Risks assessments have been conducted for excursions and is available upon request.](#)

WEEK 1	ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign
Monday 14 th Dec	IncurSION- Waterslide & Arcade games		
Tuesday 15 th Dec	Excursion- Mega Courts		
Wednesday 16 th Dec	IncurSION- Science Workshop		
Thursday 17 th Dec	Excursion- Flipout & Movies		
Friday 18 th Dec	Centre day- Christmas Party/crafts		

Centre Closed from Monday 21st December 2020' – Re-open 6th January 2021'

WEEK 2	ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign
Monday 4 th Jan	CENTRE CLOSED		
Tuesday 5 th Jan	CENTRE CLOSED		
Wednesday 6 th Jan	IncurSION- Inflatable games		
Thursday 7 th Jan	Centre day		
Friday 8 th Jan	Centre day		

WEEK 3	ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign
Monday 11 th Jan	IncurSION- Arcade Games		
Tuesday 12 th Jan	Centre day		
Wednesday 13 th Jan	IncurSION- Science Workshop/show		
Thursday 14 th Jan	Excursion- Beachouse/wet activities		
Friday 15 th Jan	Centre day		

WEEK 4	ACTIVITY	I wish for my child/ren to attend <i>Please tick below</i>	Parent/guardian sign
Monday 18 th Jan	IncurSION- Arcade Games		
Tuesday 19 th Jan	Excursion- Morialta Playground		
Wednesday 20 th Jan	IncurSION- Inflatable games		
Thursday 21 st Jan	IncurSION- Silent Disco		
Friday 22 nd Jan	Centre day		

***For Bookings: Section 1 & 2 must be fully completed, signed and returned by Friday 4th December** ➔

FULL PAYMENT IS REQUIRED WITHIN 7 DAYS OF INVOICE.

Late payment will result in restriction of access to future Vacation Care Program

OFFICE USE ONLY: Deposit: _____ Receipt No. _____ Booking entered: Y / N Date: _____

PARENT/ GUARDIAN AUTHORISATION DEC/JAN VAC CARE 2020/21

SECTION 2: TERMS & CONDITIONS

This form must be completed by a parent/ guardian and must sign below for their child/ren to attend the activities provided on the program. Please tick boxes below.

I confirm:

- I agree to the terms & conditions in the information provided.
- I understand that the program deposit must be paid in advance to confirm booking.
- I understand that staff will not accept responsibility for any child that arrives sick to the service and my child will be sent home in these circumstances.
- I understand that once I give this booking form or make a booking to OSHC, allowable absence will apply to any cancellations of booked care **after the closing date**.
- I understand I have indicated my child with additional medical needs, and I have provided OSHC with their necessary medication in original packaging and given a copy of their **health support plan**
- I understand that it is my responsibility when my child attends to be signed in/out daily via the Electronic Kiosk/IPAD upon arrival and departure. **Educators will be responsible unless advised otherwise**
- I understand the vacation care program will operate from 7am – 6pm and that a late collection fee of \$15 for first 15minutes, and thereof \$1 per minute applies for late pick-ups after **6pm closing**.
- I agree to pay the required Vacation Care Fees for my child/children within 7 days of receiving the invoice. Failure to do this will restrict future vacation care program.

I give my child/ren permission to:

- Be transported to/from the excursions listed on this form.
- Participate in the nominated activities.
- Watch PG rated movies at OSHC.
- Be photographed by OSHC staff during activities & for **these photos to be displayed in the OSHC room/ newsletters as the Director deems** appropriate. *Photographs are taken with an OSHC device only.*
- In the event of my child receiving injuries, every effort will be made to contact parent/guardians prior to seeking further treatment. All educators are trained in first aid and will provide first aid in both non-emergency and emergency situations.

I have read and understand the Centre Policies and I the undersigned, give permission for my child/ren to attend Enfield Vacation Care and participate in all activities associated with the program.

Parent/Guardian name: _____

Child/ren's name: _____

Home phone: _____

Mobile phone: _____

Work place: _____

Work phone: _____

***Signature of parent/guardian:** _____ Date: / /

For bookings, please complete these 2 pages (**section 1 & 2**) and return to Enfield OSHC in person or email by Friday 4th December, 6pm. Email: karen.furner345@schools.sa.edu.au

IMPORTANT INFO

Please Note: *There are no changes to our bookings and cancellation policy.*

Dear Parent and Caregivers,

Our Vacation Care service will operate during the school holiday period from Monday 14th December to 18th December 2020, then re-open from Wednesday 6th January - to Friday 22nd January 2021, between the hours from 7am – 6pm and only for students currently enrolled @ Enfield Primary/Oshc.

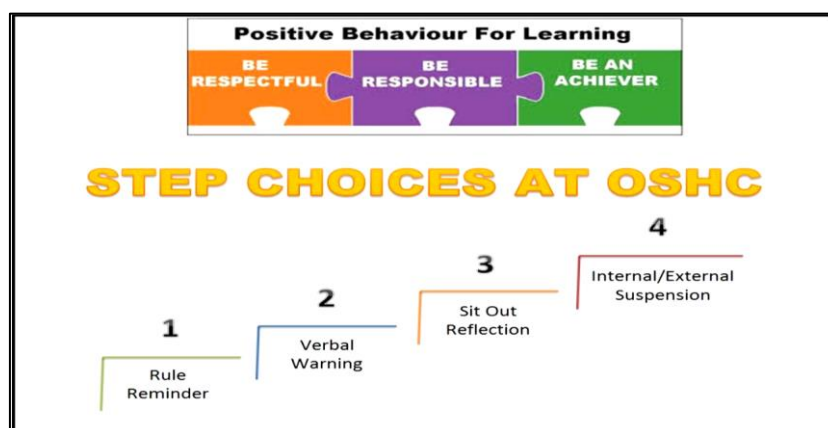
The following changes have been implemented in conjunction with the holiday program:

- Limited excursions; with onsite incursions and home days.
- Drop off and pick up procedure; parents/caregivers are able to come inside the oshc room, but must adhere to the yellow lines allocated. Signing in/out procedure will continue to be monitor by educators. Sanitizer to be applied upon entering oshc service.
- A maximum number of 25 children/bookings a day; this it to keep within the social distancing guidelines.
- There will be **NO** cooking activities again during the holiday period.
- The centre will be cleaned daily from 6pm, once the children have left, in readiness for the next day. This is to ensure that best hygiene practices are adhered to.
- Illness policy; if your child(ren) or anyone from your immediate family is unwell, please keep them home. We may ask for a medical clearance before they can return to care.
- It is normal protocol for educators and children to practise good hygiene, however, we will continue to implement thorough practises and procedures and monitor children when going to the toilet, after playing outside and prior to eating.

As we can now begin to take careful steps, we are pleased to be moving forward in a **COVID-safe way.**

BEHAVIOUR

The service collaboratively, educators and children foster positive behaviour for learning. Children are put on a step for each subsequent inappropriate / poor choice:



External suspension from the service will occur when all other avenues of communication and support have been made over a period of time, and/or a result of the following:

- A child puts one or more children at risk through inappropriate/dangerous harmful behaviour.

All enrolment forms must be submitted by Friday 4th December 2020, unless booked out prior.